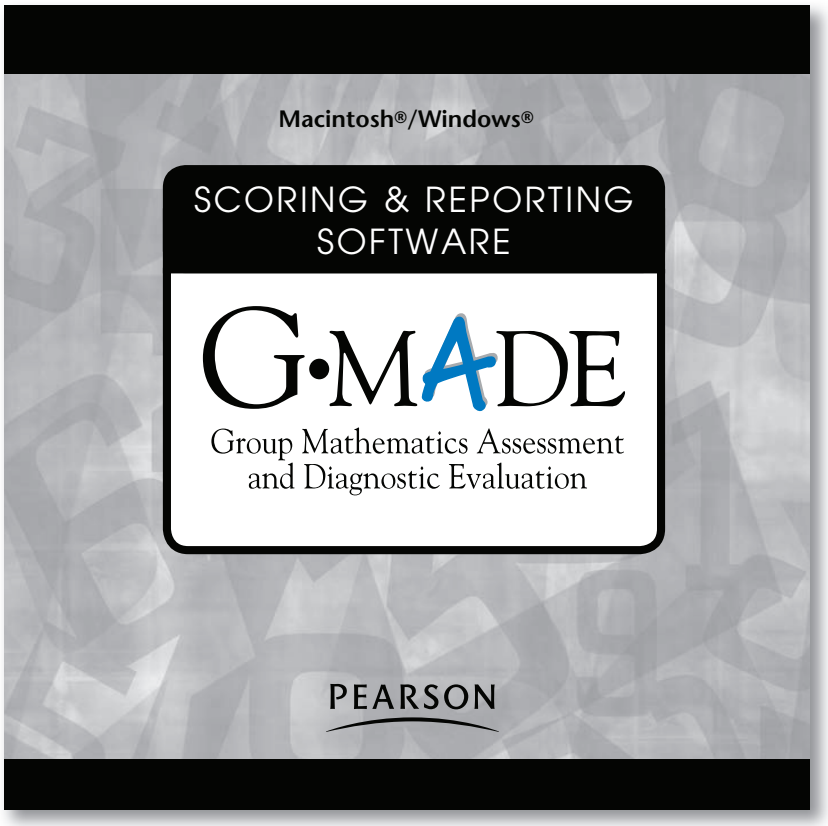

User's Manual

PEARSON

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Introduction

The *Group Mathematics Assessment and Diagnostic Evaluation* (G•MADE™) is a norm-referenced, research-based instrument for the assessment of math skills. The G•MADE is usually group administered and is intended for use with kindergarten through secondary students. It measures individual skills in math readiness and in the understanding and application of math processes.

For more information about the uses and interpretation of the G•MADE, refer to the following resources:

- G•MADE Technical Manual
- G•MADE Teacher's Administration Manual (choose from Levels R through H)
- G•MADE Teacher's Scoring & Interpretive Manual (choose from Levels R through H)

Overview of the G•MADE Scoring & Reporting Software

The G•MADE Scoring & Reporting Software can be used on a Windows® or Macintosh® platform and allows users to complete the following tasks:

- Enter item responses or raw scores for all levels and forms of the G•MADE software for conversion to normative scores
- Preview and print multiple types of individual and group reports
- Track students' reading progress over time from the classroom to the district level
- Create student categories for disaggregation during batch reporting
- Export the derived scores (for use in statistical analysis) into a tab- or comma-delimited text file that can be viewed or edited by the Microsoft® Excel® application

Versions of the G•MADE Software

The G•MADE software provides a scalable solution to various scoring and reporting needs. Available versions are as follows:

- The G•MADE software allows for recording and storing student responses, creating and editing groups, and producing individual and group reports. In this version, all data must be entered manually.
- The G•MADE software with scanning has all the capabilities of the nonscanning version but includes scanning functionality. Scanning is accomplished with Scantron®'s OpScan or ES Series scanners. Scanning greatly reduces the data entry time and is an ideal solution for larger implementations of the software.
- The G•MADE software with barcoding and pre-slugging adds additional functionality to the scanning version. Scan sheets can be pre-populated with student information using barcode labels that contain the student ID, or the scan sheets can be fed through a printer to fill in student demographic information.
- The G•MADE client/server software adds network capability to the functionality of the G•MADE software.
- The G•MADE client/server software with scanning offers network capability along with the functionality of the G•MADE software with scanning.
- The G•MADE client/server software with barcoding and pre-slugging offers network capability along with the functionality of the G•MADE software with scanning.

All versions of the G•MADE software allow for exporting and importing data from one version to the next.

Getting Started

Check that your personal or office computer meets the minimum system requirements for the G•MADE software. If you are not sure whether your machine meets these requirements, get help from your organization's technical support department. Once you have verified that the minimum system requirements are met, proceed to the installation instructions.

System Requirements

Platform	Operating System	Processor	RAM	Available Hard-Drive Space	Monitor Settings
Windows	2000, XP™, Vista®, or later	Pentium II, 300 MHz or higher	128 MB available without scanning; 512 MB available with scanning*	100 MB with Java™ virtual machine; 60 MB without Java virtual machine	24-bit
Macintosh	OS v10.3x (Panther) or later	Power Mac G3			

*Scanning software compatible with PC only.
Note: Faster configurations provide faster installation and enhance software performance.

Installing the G•MADE Software

You will need to have administrative privileges to install the software on your computer. To install the G•MADE software, follow these steps:

1. Close all applications.
2. Insert the G•MADE CD-ROM into the CD-ROM drive.
3. Follow the instructions for your operating system:

Windows Users:

Wait for the auto-launch to appear, and follow the onscreen instructions to install the G•MADE software to your desktop.

Note: If the auto-launch does not run, follow these steps:

a. Double-click **My Computer.**

b. Double-click your CD-ROM drive.

c. Double-click the **Setup.exe** icon to begin installing.

After the G•MADE software is installed, another installer will launch for the Java runtime environment™. If the proper version of the Java application is already installed, you will be asked if you would like to reinstall it. Click **No** to exit the installation. If the proper Java version is not installed, a license agreement will appear. Follow the onscreen prompts to complete installation of the Java runtime environment. You may be prompted to restart your computer once installation is complete.

Macintosh Users:

a. Double-click the CD icon that appears on your desktop.

b. Double-click the **Setup** icon.

c. Follow the onscreen instructions to install the G•MADE software to your desktop.

Opening the G•MADE Software

To open the G•MADE software, follow these steps:

Windows Users:

Go to your computer's **Start** menu. Select **Programs → Pearson → GMADE → GMADE**.

Macintosh Users:

Double-click the G•MADE icon located where you chose to install it.

–OR–

Go to **Macintosh HD → Applications → GMADE → GMADE**.

The first time the G•MADE software is run, you will be prompted to set up the application for "Only This User" or "All Users." Please note that if you do not have administrative privileges to install software, you will want to select "Only This User."

Note: When launching the G•MADE software, type "Admin" in the User Name field and "safety" in the Password field.

Updating the G•MADE Software

Pearson may make periodic updates to this product. After you install the G•MADE software, a window will appear prompting you to check for an update to the software and to select the frequency (*Never, Daily, Weekly,* or *Monthly*) with which the program will automatically check for updates in the future. (See Figure 1.) If an update is available, follow the onscreen instructions to complete it.

Your computer must be connected to the Internet to check for or download updates. Users will be automatically notified of updates when they log in to their software program, depending on the frequency selected. You can change this frequency at any time by opening the **Help** menu and selecting **Check for Updates.**

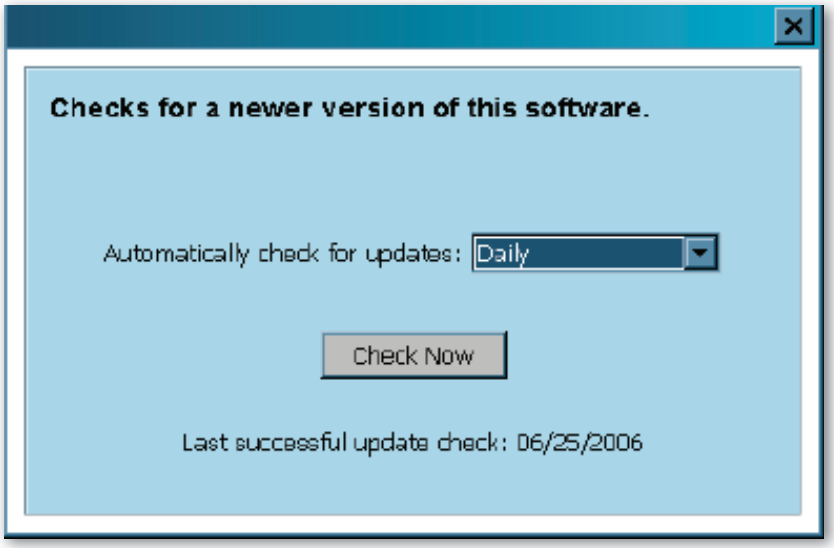

Checks for a newer version of this software.
Automatically check for updates:
Daily
Check Now
Last successful update check: 06/25/2006

Figure 1. Software window

Uninstalling the G•MADE Software

Follow these steps to uninstall the G•MADE software:

Windows Users:

1. Click your computer's **Start** button.
2. Select **Programs → Pearson → GMADE → Uninstall GMADE.** The Uninstall Wizard will appear.
3. Follow the onscreen instructions to finish uninstalling.

Macintosh Users:

1. Drag the G•MADE folder and desktop icon to the trash.
2. Empty the trash.

Installing the G•MADE Client/Server Software

The G•MADE client/server software uses Microsoft SQL Server as its backend database. Your organization must have a registered copy of SQL Server in order for the software to function across a network. Although other database options are listed during database selection, only SQL Server has been tested and approved for use with the G•MADE client/server software. To install and run the program on the designated administrative computer, your system administrator must complete the following steps:

1. Create a database instance in SQL Server. For simplicity, it is best to name this database instance "GMADE."

   Note: Do not create any tables in the database. The G•MADE client/server software will do this for you later.

2. Create a database user with full database privileges but that is different from the SA user. A user name and password of "GMADE" may help simplify user configuration.

3. Install the G•MADE client/server software on the designated administrative computer.

4. On the first run of the application, you will be asked to choose "Only This User" or "All Users."

   - If people other than the administrator use this computer, then "Only This User" is the recommended option.
   - If only an administrator uses this machine, then either option may be selected.

5. Next you will be asked to choose a database location. (See Figure 2.) Select **Networked Database**, and click **Next**.

   Note: You may be prompted for your customer name and activation key. Locate this information on the sticker on the back of your CD jewel case.

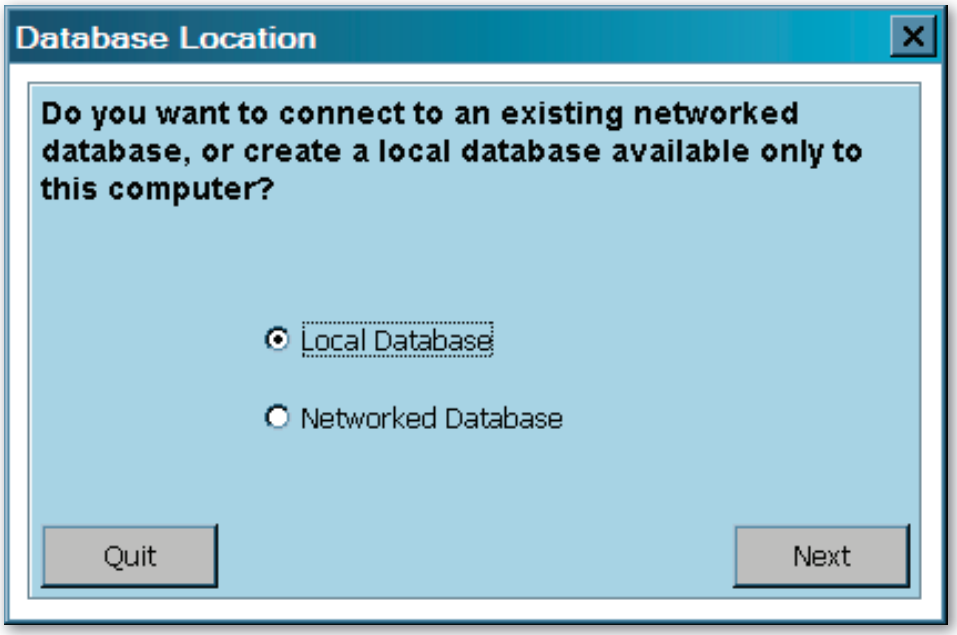

Database Location
Do you want to connect to an existing networked database, or create a local database available only to this computer?
Local Database
Networked Database
Quit
Next

Figure 2. Database Location window

6. Next, you will be asked to select the database you want to use (see Figure 3). Click **Add** to create an initial database connection.

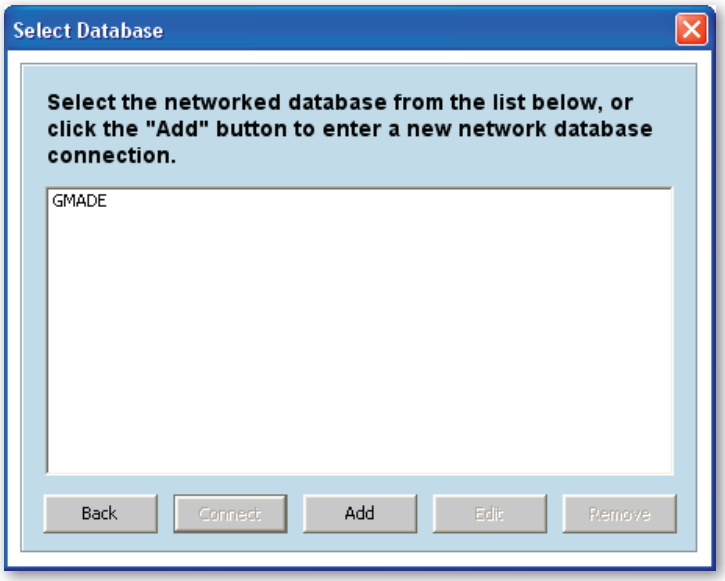


Figure 3. Select Database window

7. In the **Database Connection** window (see Figure 4), do the following:

   a. In the pull-down menu for **Server Type**, select **Microsoft SQL Server.**

   b. In the **Friendly Name** field, type the name of the database that you just created.

c. In the **Hostname** field, type the IP address of the server where the database is stored.

Note: The value in the **Port** field is the default for Microsoft SQL Server.

d. Enter in the applicable fields the user name and password that you created for the database.

e. Click **Test Connect.**

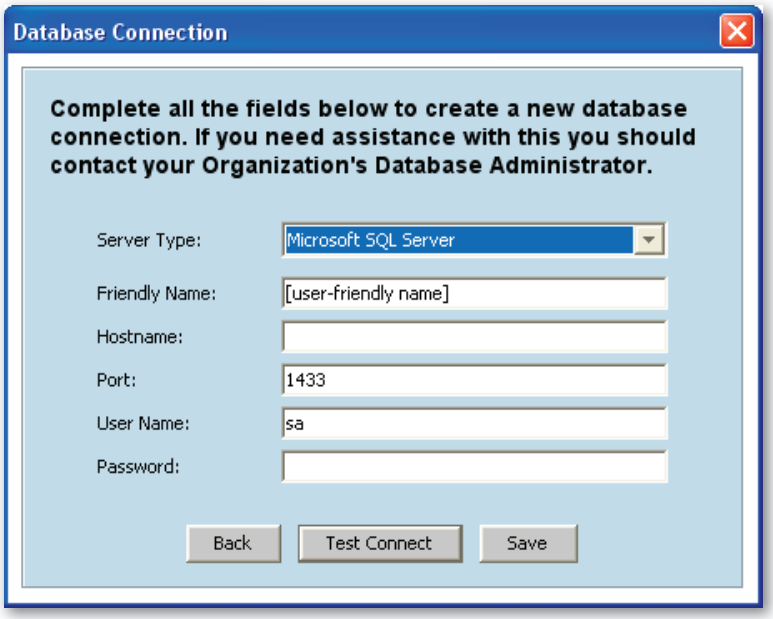


Figure 4. Database Connection window

Note: If the software is correctly directed to your SQL Server database server, the G•MADE client/server software will begin creating all of the tables needed for the application. The time this process will take depends on the speed of the machine you are using and the speed of your network and server connections.

a. Once the tables have been created, you may receive a message that your software is not configured for your database. Click **Yes** to configure the database.

b. When the **Activation** window appears (see Figure 5), enter your customer name and activation key in the applicable fields.

c. Click **Continue.**

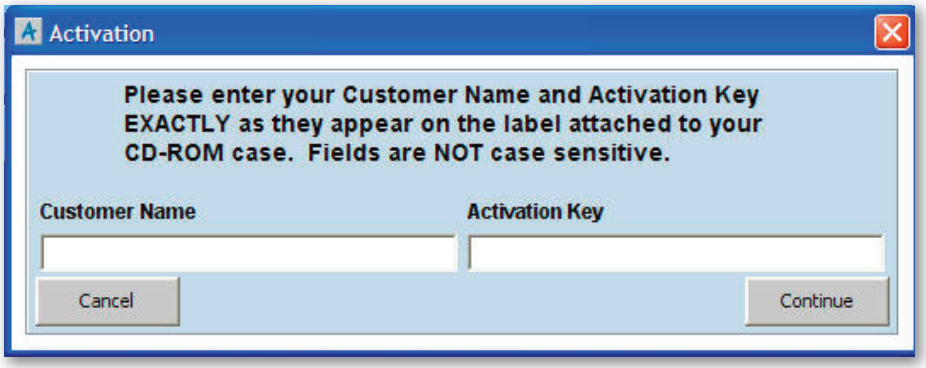

Activation
Please enter your Customer Name and Activation Key EXACTLY as they appear on the label attached to your CD-ROM case. Fields are NOT case sensitive.
Customer Name
Activation Key
Cancel
Continue

Figure 5. Activation window

8. After entering your customer name and activation key, you will be required to log in to the application. To do so, use the default login from the sticker on the back of your CD jewel case.

9. Create the user names and passwords needed to log in to the system. For instructions on adding users, see the Adding or Editing G•MADE Users section of this manual.

   Note: Only an administrative user can add or edit users.

10. After all users have been added to the system, you will need to install the software on each of the client machines that will use the G•MADE client/server software.

11. Follow the software installation instructions located in the CD jewel case insert or in the Installing the G•MADE Software section of this manual.

    a. When the software is first run, the user will be asked to choose either **All Users** or **Only This User.** Have the user select **Only This User.**

    b. Next, the user will be prompted to choose a local or networked database. Have the user select **Networked Database** and then follow step 7 of this section of the manual.

Note: If you will not be configuring the software, you may want to create a reference sheet showing your users how to do so. Once the user is connected to the database, he or she will be able to log in with the user name and password created for him or her. The next time the user logs in to the application, he or she will automatically be connected to the network database.

Updating the G•MADE Client/Server Software

For instructions on updating the administrative copy of the G•MADE client/server software, see the Updating the G•MADE Software section of this manual.

Note: Only an administrative user can update the G•MADE client/server software.

Once the administrative system has been updated, you will be prompted to restart the application. It is recommended that you check for updates at least once a month.

Note: A firewall or proxy server may disallow use of the **Check for Updates** feature. To update the administrative system while preserving network security, include a temporary exception on the proxy or firewall for the www.agssupport.com URL. The **Check for Updates** feature uses the standard http port 80.

When a user logs in after a successful update, he or she will be directed to **Check for Updates** for the most recent software version.

Note: So that other users aren't locked out of the application, this is the only time that a nonadministrative user will be allowed to perform this action.

- If network security or lack of Internet access prevents the user from updating the application, he or she can update the application from a network location instead.
- All updates are made to the **Contents** folder, located as follows:
  - For Windows, go to C:**Program Files\Pearson\GMADE.**
  - For Macintosh, refer to the G•MADE software package contents.

If you experience any problems when updating your software, please contact Technical Support at 800-927-7470 or EATechnicalSupport@pearson.com.

Registering the G•MADE Software

To register the software, enter in the **Activation** window the customer name and activation key from the back of the G•MADE CD jewel case. (See Figure 6.) Then, click **Continue.**

Activation
Please enter your Customer Name and Activation Key EXACTLY as they appear on the label attached to your CD-ROM case. Fields are NOT case sensitive.
Customer Name
Activation Key
Cancel
Continue

Figure 6. Activation window

Logging In

Enter the **User Name** and **Password** from the back of the G•MADE CD jewel case, and then click the **Login** button. (See Figure 7.)

Figure 7. Login window

Setting up a District

You will be prompted to indicate your school district and the district's ID number, as well as at least one school in the district and the school's ID number. (See Figure 8.) You can also add subdistricts and subdistrict ID numbers. Or, you can enter this information at a later time.

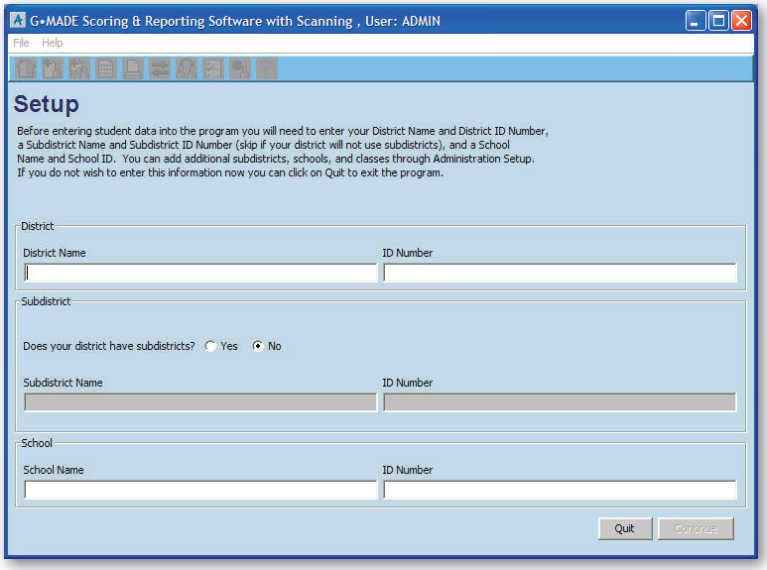

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Setup
Before entering student data into the program you will need to enter your District Name and District ID Number, a Subdistrict Name and Subdistrict ID Number (skip if your district will not use subdistricts), and a School Name and School ID. You can add additional subdistricts, schools, and classes through Administration Setup. If you do not wish to enter this information now you can click on Quit to exit the program.
District
District Name
ID Number
Subdistrict
Does your district have subdistricts? Yes No
Subdistrict Name
ID Number
School
School Name
ID Number
Quit
Continue

Figure 8. Setup screen

You can continue setting up the test site hierarchy by entering subdistricts, schools, and classes. Or, click **Continue** to go to the G•MADE **Home** screen. Note that schools must exist in the database before test records can be entered. If you would like to continue with setup, go to the **Administration Setup** screen, where you can add subdistricts, schools, and classes.

Click **Quit** to quit the program without saving the entered data.

Getting Around

If you have used Windows in the past, you should have little trouble navigating the G•MADE software. Users who are unfamiliar with Windows may need some help with navigation. Resources for using Windows are available on the Internet at www.microsoft.com. Resources for using Macintosh can be found at www.apple.com. Bookstores have additional materials for using both operating systems.

Basic Navigation

Use any of these methods to move through the program:

- Click the mouse.
- Press the **Tab**, **Enter**, **Home**, **End**, or arrow keys (↑ ↓) on your keyboard.
- Tap the **Space Bar** to select buttons, radio buttons, or check boxes.

Menu Functions

Many functions of the G•MADE software are accessed through the **File** and **Help** menus at the top of the screen. Your ability to initiate an action may depend on your user access status. The following are several actions that can be initiated through the **File** and **Help** menus:

G•MADE Software Menu Functions			
Menu and submenu	**Action**	**User access type**	
		Administrative	**Basic**
File			
Edit Users	Displays the **Administration: Add/Edit Users** screen	•	
Backup/ Restore	Allows the user to back up or restore a database	•	
Log Out	Logs out the user and opens the **Login** screen	•	•
Help			
Help	Displays the **Help** files in Adobe portable document format (Adobe PDF® format)	•	•
Check for Updates	Looks for newer releases of the software (when updates available, user prompted to indicate whether to download now or later)	•	
Send Log Files	Displays a Password entry dialog for entering the Customer Name and Activation Key	•	•
View Log Files	Displays the **Log Viewer** window with messages/errors generated by the application	•	•
Switch Databases	Displays the **Database Location** window that enables the user to switch databases (e.g., from a local to a networked database)	•	•
Update Activation Key	Displays the **Activation** window for entering Customer Name and Activation Key	•	
Release Notes	Displays the **Release Notes** window with release information about G•MADE and other Pearson software applications	•	•

G•MADE Software Home Screen

After all required information has been entered in the setup screens, you will be able to initiate all G•MADE software functions from the **G•MADE Home** screen. (See Figure 9.)

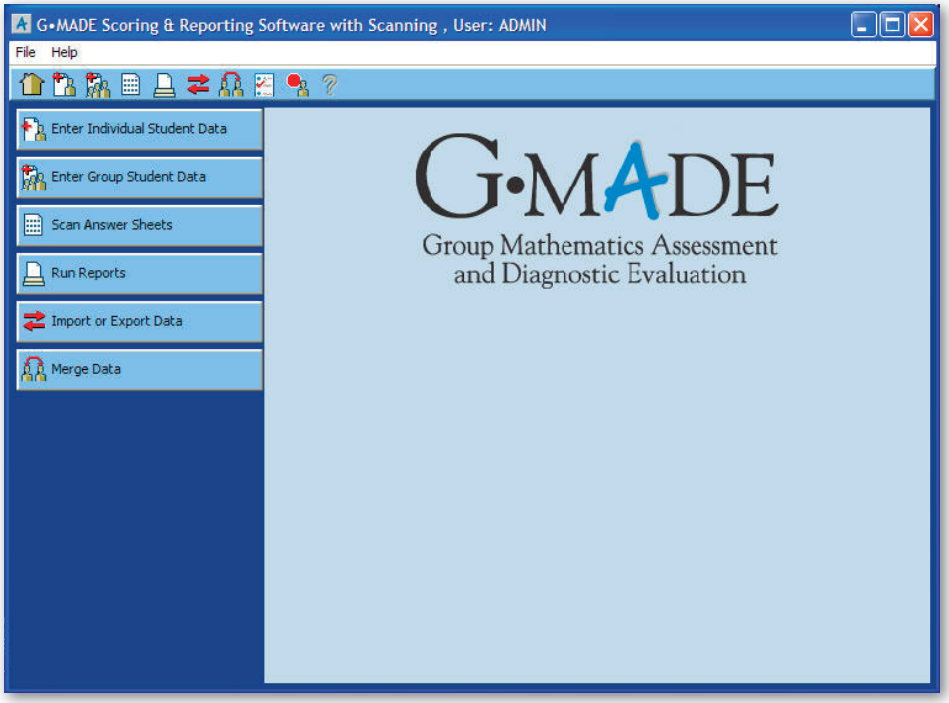


Figure 9. G•MADE Home screen

The following activities can be initiated by clicking the buttons on the left side of the **Home** screen or by clicking their associated icons at the top of the screen:

Administration Setup

- Add teachers
- Add test sites
- Add categories
- Choose options for scanning unmarked or double-marked answers (scanning version only)

Enter Individual Student Data

- Add new student information
- Edit existing student information
- Add new test record(s) for a student
- Edit existing test information
- Delete test record(s) (Administrative user only)
- Change test owner (Administrative user only)

Enter Group Student Data

- Enter test information for a group
- Select students to be included in a group
- Enter test information for each student in a group

Scan Answer Sheets (Scanning Version Only)

- Scan multiple groups of answer sheets
- Edit all errors or discrepancies before importing
- Import scanned data into the G•MADE database
- Create barcode labels for answer sheets (scanners with a barcode reader will be able to identify students by this label upon import)
- Pre-slug answer sheets with student demographic information

Note: The **Scan Answer Sheets** button and icon will not appear unless you have purchased G•MADE scanning capabilities. The barcode and pre-slugging capability will not be functional if you have not purchased this feature.

Run Reports

- Generate reports by student, teacher, or test site (**District, Subdistrict, School,** or **Class**)
- Select multiple report options
- Run individual or group reports by test or G•MADE level
- Generate reports for a selected date range

Import or Export Data

- Import student information into database
- Import teacher information into database
- Export student information

- Export student information and derived scores for a selected date range

Merge Data

- Move individual students from one G•MADE database to another
- Move groups of students from one G•MADE database to another

Note: To return to the **Home** screen from any of these six program screens, click the **Home** icon.

Exit the G•MADE Software

To exit the G•MADE software application, click the **Exit** button on the toolbar. Or, select **Log Out** from the **File** menu.

Additional functions can be performed using the **File** and **Help** menus at the top of the screen.

Adding or Editing G•MADE Users

To add or edit users who have access to the G•MADE software application, complete these steps:

1. Open the **File** menu, and click **Edit Users** to display the **Administration: Add/Edit Users** window. (See Figure 10.)

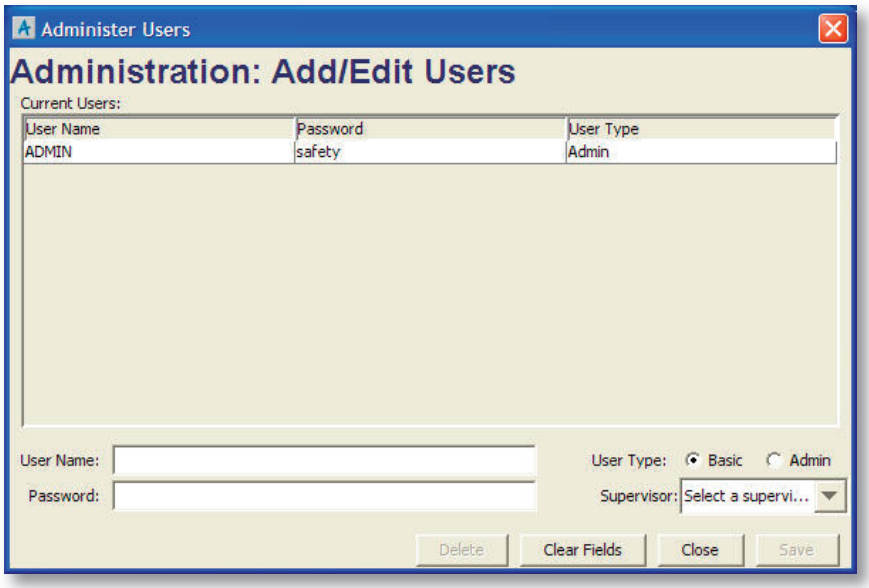


Figure 10. Administration: Add/Edit Users window

2. To add a new user, do the following:

   a. Enter the new user's name and a password in the indicated fields. Click the **Clear Fields** button to clear the **User Name** and **Password** fields.

b. Designate Basic or Administrative user by clicking the applicable radio button in the lower right-hand corner.

c. If required, select a supervisor from the pull-down menu.

d. Click **Save** to save changes, and then click **Close**. Or, just click **Close** to return to the **Home** screen without saving any changes.

3. To edit a current user, do the following:

a. Click the current user information you want to edit.

b. Change the desired information.

c. Click **Save** to save the changes.

Backing up a G•MADE Database

The **Backup/Restore** window allows you to back up the current database. It is also where to restore data saved on a particular date in cases where data may have been corrupted or lost.

1. Click **Backup/Restore** from the **File** menu to display the **Backup/Restore** window. (See Figure 11.)

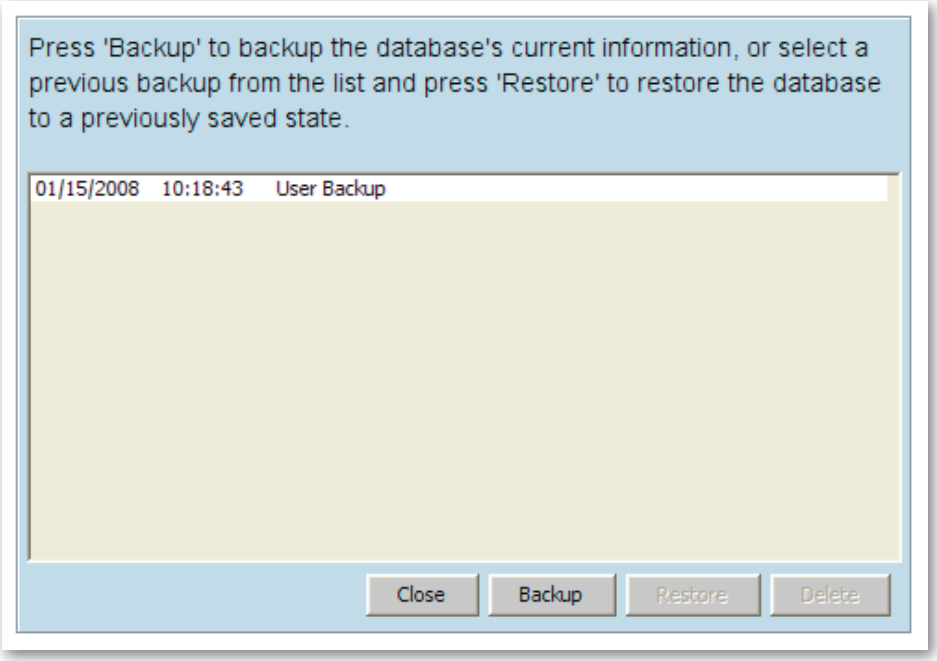

Press 'Backup' to backup the database's current information, or select a previous backup from the list and press 'Restore' to restore the database to a previously saved state.
01/15/2008 10:18:43 User Backup
Close
Backup
Restore
Delete

Figure 11. Backup/Restore window

2. Click the **Backup** button to back up current information in the G•MADE database.

   a. If the application can successfully create a backup file, the **Backup Complete** dialog will appear. (See Figure 12.)

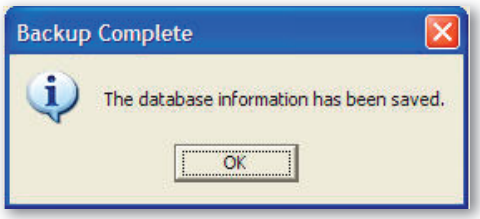


Figure 12. Backup Complete dialog

   b. The date and time of the backup will appear in the **Backup/Restore** window.

Restoring a G•MADE Database

Follow these steps to restore data saved on a previous date:

1. Click **Backup/Restore** from the **File** menu to display the **Backup/Restore** window. (See Figure 11.)
2. Select the backed-up database that you want to restore, and then click **Restore**.
3. Verify that you want to restore the selected database. (See Figure 13.)

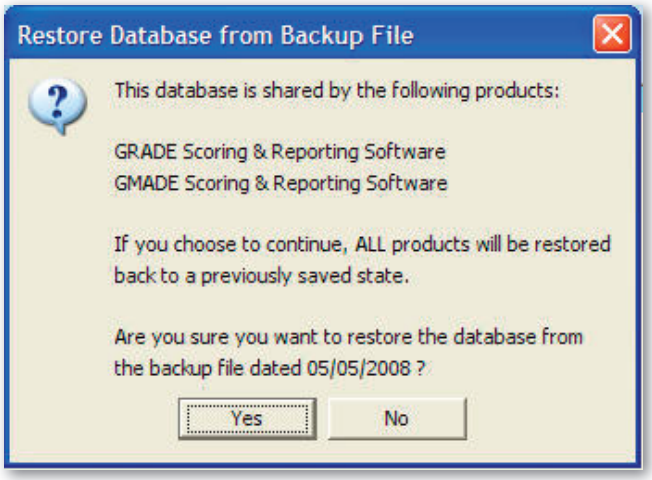

Restore Database from Backup File
This database is shared by the following products:
GRADE Scoring & Reporting Software
GMADE Scoring & Reporting Software
If you choose to continue, ALL products will be restored back to a previously saved state.
Are you sure you want to restore the database from the backup file dated 05/05/2008 ?
Yes
No

Figure 13. Restore Database from Backup File prompt

Note: If the selected database is successfully restored, the **Restore Complete** dialog will appear. (See Figure 14.)

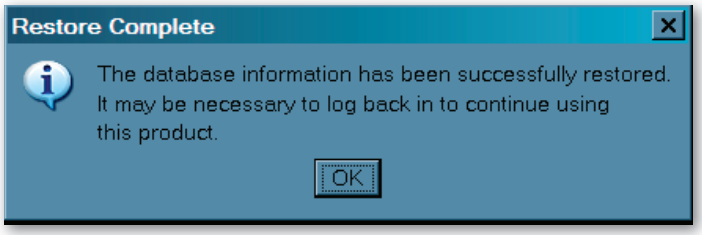

Restore Complete
The database information has been successfully restored.
It may be necessary to log back in to continue using
this product.
OK

Figure 14. Restore Complete dialog

Deleting a G•MADE Database

To delete a backed-up database, do the following:

1. Click **Backup/Restore** from the **File** menu to display the **Backup/Restore** window. (See Figure 11.)
2. Click the backed-up database you want to delete.
3. Click the **Delete** button.

Note: The **Backup/Restore** function can be accessed only from the **Home** screen. If you try to access this function from another screen, the **Requires Home Screen** prompt will appear. (See Figure 15.)

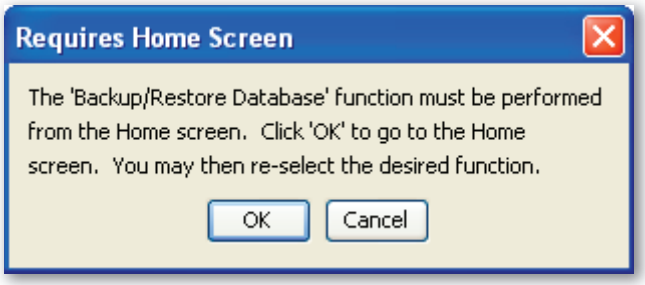

Requires Home Screen
The 'Backup/Restore Database' function must be performed
from the Home screen. Click 'OK' to go to the Home
screen. You may then re-select the desired function.
OK
Cancel

Figure 15. Requires Home Screen prompt

Note: Clicking **OK** brings you to the **Home** screen, and clicking **Cancel** keeps you at the current screen.

Logging out and Exiting

To log out of the G•MADE software application, follow these steps:

1. Click **Log Out** from the **File** menu. The **Login** window will then appear. (See Figure 16.)
2. You or another user can log in from the **Login** window by entering a user name and password and then clicking the **Login** button.

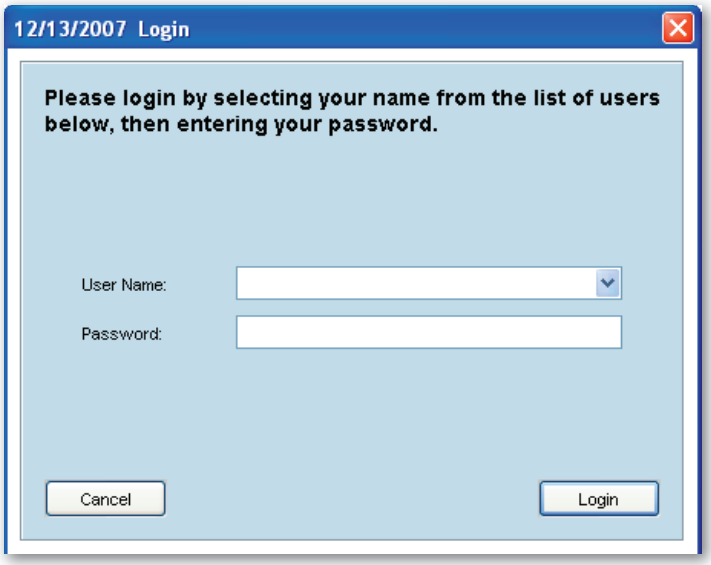


Figure 16. Login window

3. Click **Cancel** to go to the **Database Location** window. (See Figure 17.) Click **Quit** to exit the program.

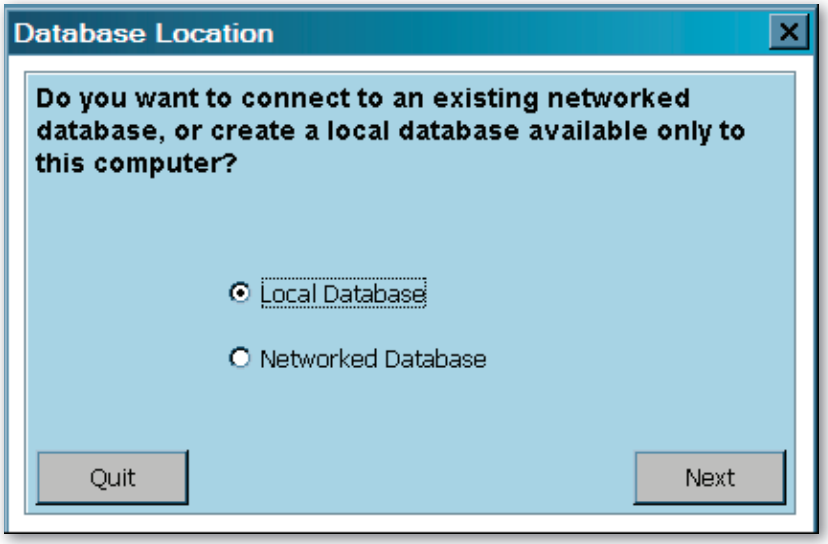

Database Location
Do you want to connect to an existing networked database, or create a local database available only to this computer?
Local Database
Networked Database
Quit
Next

Figure 17. Database Location window

Administration Setup

The **Administration Setup** screen allows the user to add, modify, or delete information in the G•MADE software database by clicking the **Teachers**, **Test Sites**, **Categories**, or **Scanning** (scanning version only) tabs at the top of the screen.

Setting up Teacher Records

Clicking the **Teachers** tab allows you to set up and manage the teacher list. (See Figure 18.) All teachers in the database are listed (Inactive teacher records are displayed in light gray). An individual teacher can be added by clicking the **Add** button at the bottom of the screen. The **Teacher Name**, **Teacher ID**, and **Status** (Active or Inactive) can be changed by clicking the record and then clicking the **Edit** button.

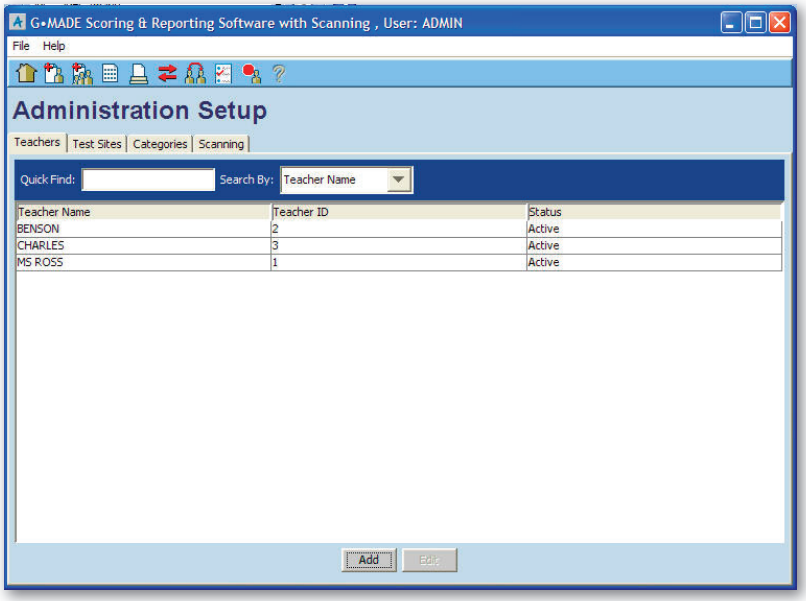


Figure 18. Administration Setup screen, Teachers tab

To Add a Teacher

Complete these steps to add teachers to the G•MADE database from the **Teachers** tab:

1. Click the **Add** button at the bottom of the screen.
2. Enter the new teacher's name and ID number in the **Add Teacher** window. (See Figure 19.) Both the teacher's name and ID number must be entered in order to save the new information.
3. Click **Save** at the bottom of the window to save the record. The name and ID number of the new record will appear as Active in the teacher list.

4. To exit the **Add Teacher** window without saving the new information, click **Close.**

Figure 19. Add Teacher window

To Edit a Teacher

To edit teacher information from the **Teachers** tab, do the following:

1. Select the teacher record you want to edit by clicking the teacher name once and then clicking **Edit** at the bottom of the screen. This will display the teacher's name and ID number as well as his or her status (Active or Inactive). You may search for the teacher by entering the search information in the **Quick Find** field and indicating the search filter (**Teacher Name, Teacher ID,** or **Status**) with the **Search By** pull-down menu.
2. From the **Edit Teacher** window (see Figure 20), click the field you want to edit.
3. Click **Save** to save the change(s) and exit the **Edit Teacher** window. Or, click **Close** to exit the **Edit Teacher** window without saving any change(s).

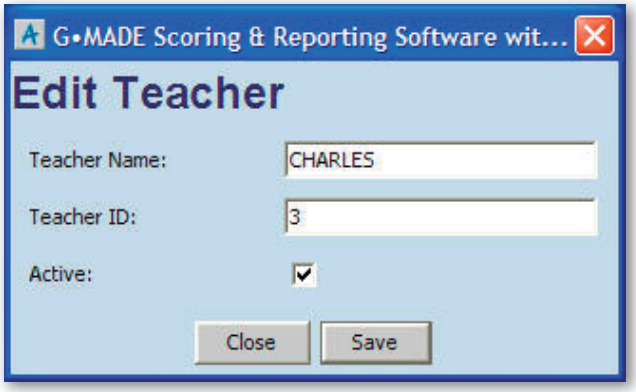


Figure 20. Edit Teacher window

Note: If you mistakenly enter an existing teacher name while adding a new teacher record or editing an existing one, you will be notified that the record already exists. (See Figure 21.)

- Click **Yes** to create the record.
- Click **No** to return to the **Add Teacher** window.

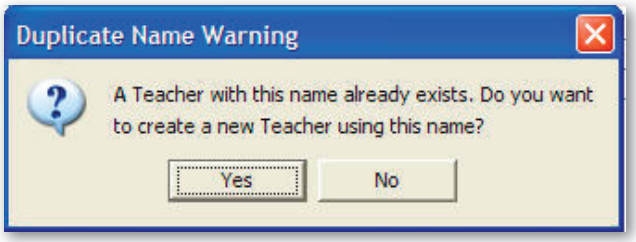


Figure 21. Duplicate Name Warning prompt

Note: If you mistakenly enter an existing teacher ID number while adding a new teacher record or editing an existing one, you will be notified that the ID number already exists. (See Figure 22.)

Figure 22. Duplicate Warning dialog

Setting up a Test Site

Clicking the **Test Sites** tab allows you to set up and manage test sites. (See Figure 23.) You will start at the highest level (**District**) and then move down to the lower levels (**Subdistrict, School, Class**) by double-clicking the parent test site name. This will display a list of sites that are associated with the parent test site.

- Adding a new test site can be done at any level below the **District** level by clicking the **Add** button.
- A site name, ID number, or status can be changed by clicking a test site and then clicking **Edit**.

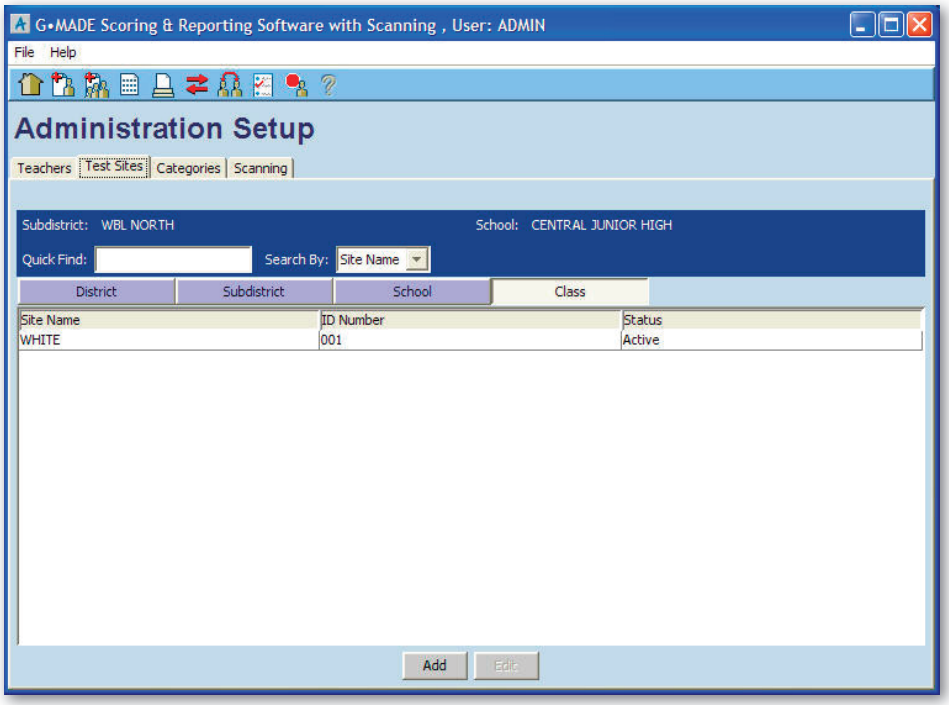


Figure 23. Administration Setup screen, Test Sites tab

To Add a Test Site

Complete these steps to add a test site to the database from the **Test Sites** tab:

1. Using the test site buttons (**Subdistrict, School,** and **Class**) at the top of the screen, display the test site list you want to add to.

   Note: You cannot add a district using the **Test Sites** tab.

2. Click the **Add** button at the bottom of the screen to display the **Add Subdistrict** window, **Add School** window, or **Add Class** window (depending on which test site button you have previously selected). See Figure 24.

3. Enter the test site name and ID number. An ID number must accompany the test site name in order to save the new information.

4. Click the **Save** button at the bottom of the window to save the new information. The test site name and ID number of the new record will appear as Active in the applicable test sites list (**Subdistrict**, **School**, or **Class**). Or, click **Close** to exit the window without saving any change(s).

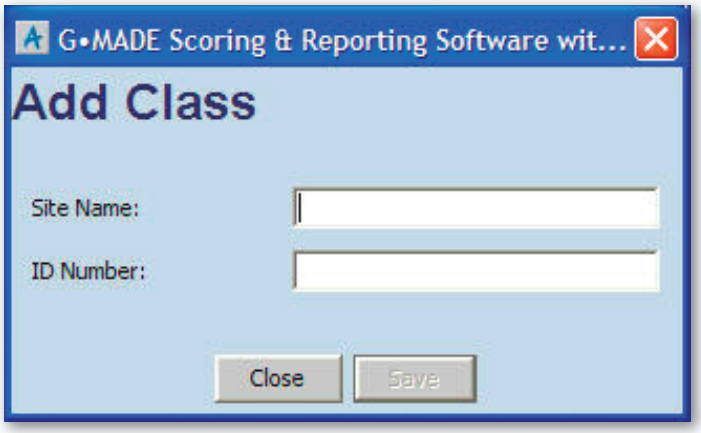


Figure 24. Add Class window

To Edit a Test Site

To edit test site information from the **Test Sites** tab, do the following:

1. Select the test site record you want to edit by clicking the test site name once and then clicking **Edit** at the bottom of the screen. (Use the **Quick Find** and **Search By** features to search for the test site record.) The test site name and ID number for a **District**, **Subdistrict**, **School**, or **Class** will appear, as well as its status (Active or Inactive). See Figure 25.
2. From the **Edit Subdistrict** window, **Edit School** window, or **Edit Class** window, click the field(s) you want to edit.
3. Click **Save** to save the change(s) and exit the **Edit** window. Or, click **Close** to exit the **Edit** window without saving any change(s).

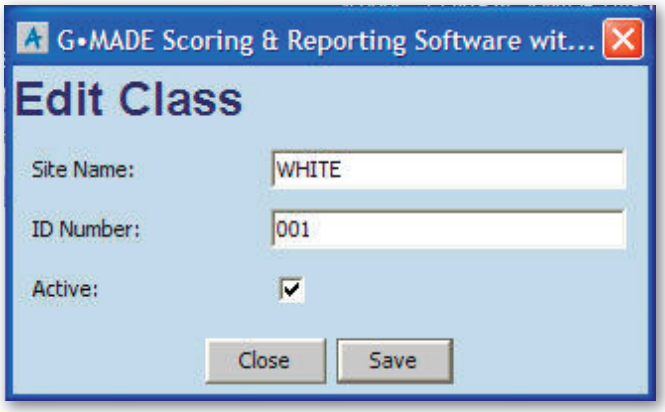


Figure 25. Edit Class window

Note: ID numbers must be unique within a level (e.g., all classes within a school must have unique ID numbers). If you mistakenly enter an existing test site ID number while adding a new test site record or editing an existing one, you will be notified that the ID number already exists.

Setting up Categories

Clicking on the **Categories** tab allows you to set up and manage categories. All categories in the database will be listed here. (See Figure 26.)

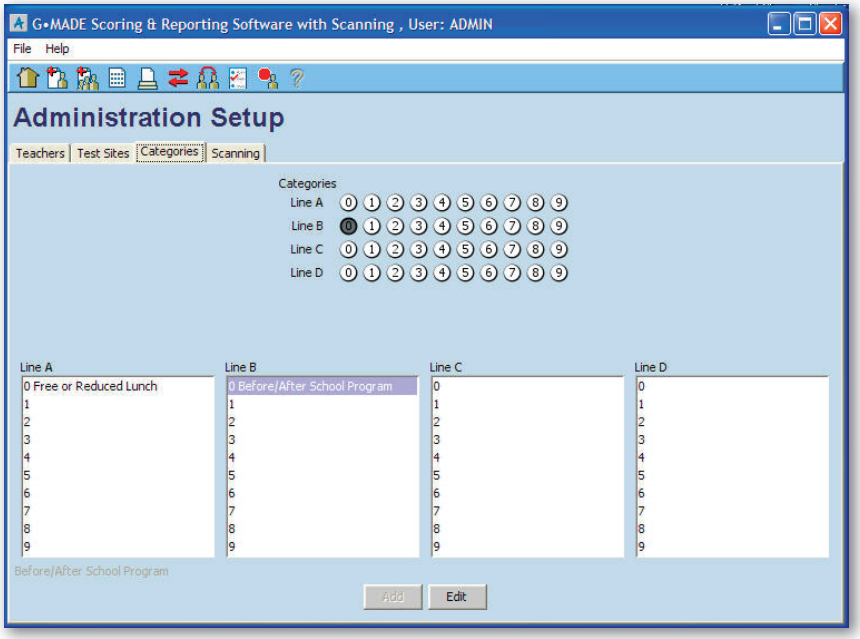

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Administration Setup
Teachers Test Sites Categories Scanning
Categories
Line A 0 1 2 3 4 5 6 7 8 9
Line B 0 1 2 3 4 5 6 7 8 9
Line C 0 1 2 3 4 5 6 7 8 9
Line D 0 1 2 3 4 5 6 7 8 9
Line A
0 Free or Reduced Lunch
1 2 3 4 5 6 7 8 9
Line B
0 Before/After School Program
1 2 3 4 5 6 7 8 9
Line C
0 1 2 3 4 5 6 7 8 9
Line D
0 1 2 3 4 5 6 7 8 9
Before/After School Program
Add
Edit

Figure 26. Administration Setup window, Categories tab

To Add a Category

1. Click the numbered button (choose from 0 through 9) in Line A, B, C, or D for which you want to assign a new category.

   Note: The numbered buttons represent how the categories appear on the scannable form and can be used to access and edit a particular category.

2. Click **Add** at the bottom of the screen.
3. Add the text for the new category in the **Add Category** window. (See Figure 27.)
4. Click **Save** to save the new category. Or, click **Close** to exit the **Add Category** window without saving any change(s).

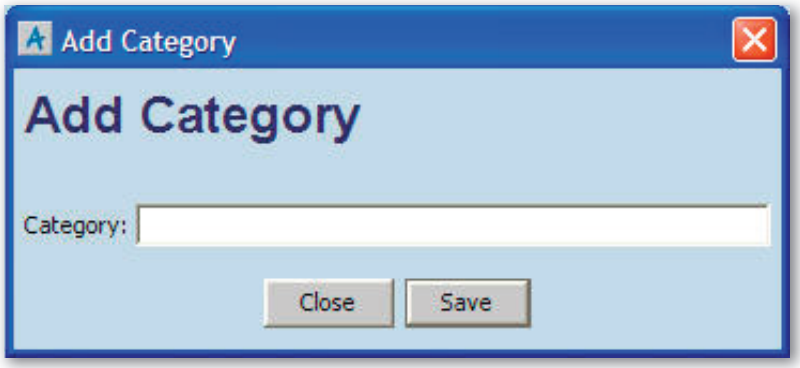


Figure 27. Add Category window

To Edit a Category

1. Click the button of the category you want to edit. Or, click the category under Line A, B, C, or D at the bottom of the screen.
2. Click the **Edit** button to display the **Edit Category** window. (See Figure 28.)
3. Change the **Category** text.
4. Click **Save** to save the change(s), or click **Close** to exit the window without saving any change(s).

Figure 28. Edit Category window

Setting up Scanning Functionality (Scanning Version Only)

Clicking the **Scanning** tab allows you to select **Scanning Options**. (See Figure 29.)

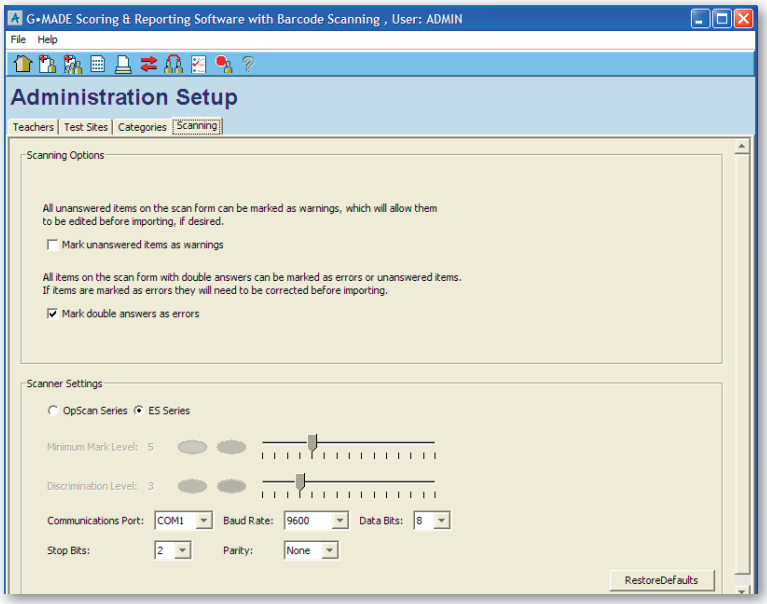

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Administration Setup
Teachers Test Sites Categories Scanning
Scanning Options
All unanswered items on the scan form can be marked as warnings, which will allow them to be edited before importing, if desired.
Mark unanswered items as warnings
All items on the scan form with double answers can be marked as errors or unanswered items. If items are marked as errors they will need to be corrected before importing.
Mark double answers as errors
Scanner Settings
OpScan Series ES Series
Minimum Mark Level: 5
Discrimination Level: 3
Communications Port: COM1 Baud Rate: 9600 Data Bits: 8
Stop Bits: 2 Parity: None
RestoreDefaults

Figure 29. Administration Setup screen, Scanning tab

You can specify one or both of the following two options for scanned data:

- To mark all unanswered items on the scannable form as warnings for editing before importing
- To mark items with two or more answers as errors that must be edited before importing

You can also select the type of scanner you will be using with the G•MADE software. If you do not make a selection, the software will default to the OpScan Series scanner setting.

- Configuration for OpScan Series scanners is done automatically, so you will not need to configure the scanner setting.
- If you are using an ES Series scanner, you will need to choose the correct configuration prior to scanning. If you need assistance with these settings, consult your local technical support department before contacting Pearson Technical Support.

Setting up Rosters

Clicking on the **Rosters** tab allows you to set up and manage rosters. All rosters in the database will be listed here. (See Figure 30.)

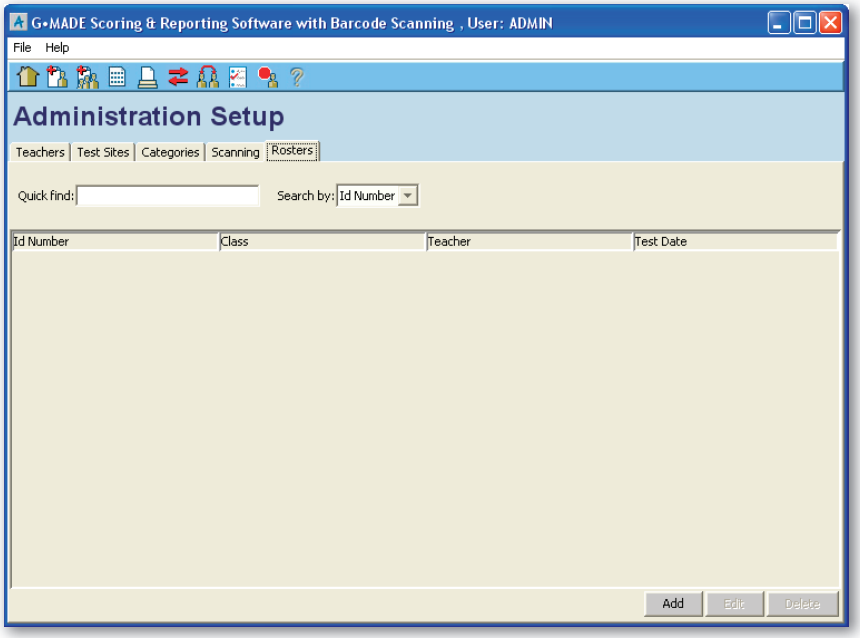


Figure 30. Administration Setup window, Rosters tab

To Add a Roster

1. Click the **Add** button at the bottom of the screen.
2. Enter the ID Number for the roster in the **Add Rosters** screen (see Figure 31).
3. Enter the Test Date for the roster.
4. Click the **Select** button next to the **Class** text field to navigate to the correct class.
5. Click the **Select** button next to the **Teacher** text field to navigate to the correct teacher.
6. Optionally, you may add categories to your roster. Clicking on the **View Categories** button will display any categories stored in the database (see Figure 32).
7. Click the **Save Roster** button at the bottom of the screen.

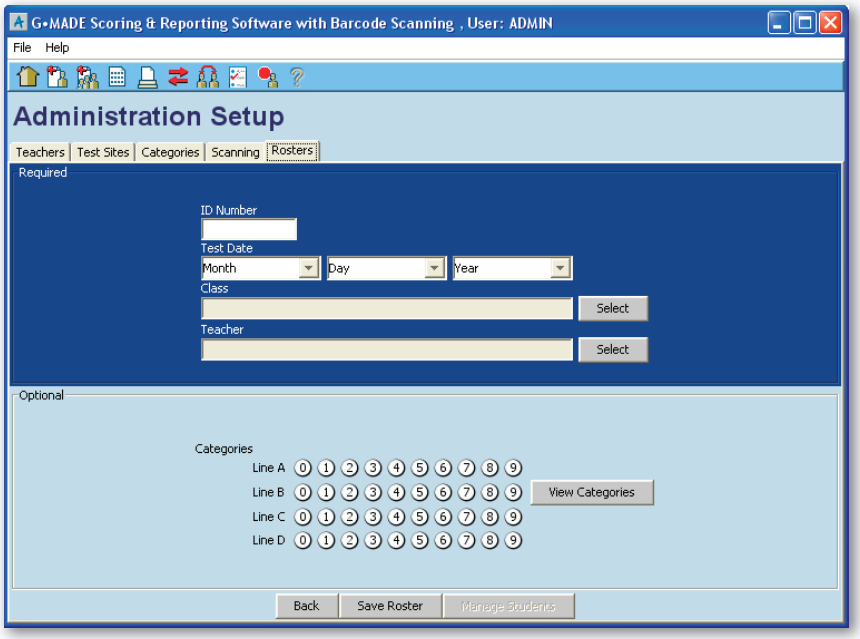

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Administration Setup
Teachers Test Sites Categories Scanning Rosters
Required
ID Number
Test Date
Month Day Year
Class
Select
Teacher
Select
Optional
Categories
Line A 0 1 2 3 4 5 6 7 8 9
Line B 0 1 2 3 4 5 6 7 8 9
Line C 0 1 2 3 4 5 6 7 8 9
Line D 0 1 2 3 4 5 6 7 8 9
View Categories
Back Save Roster Manage Students

Figure 31. Add Rosters screen

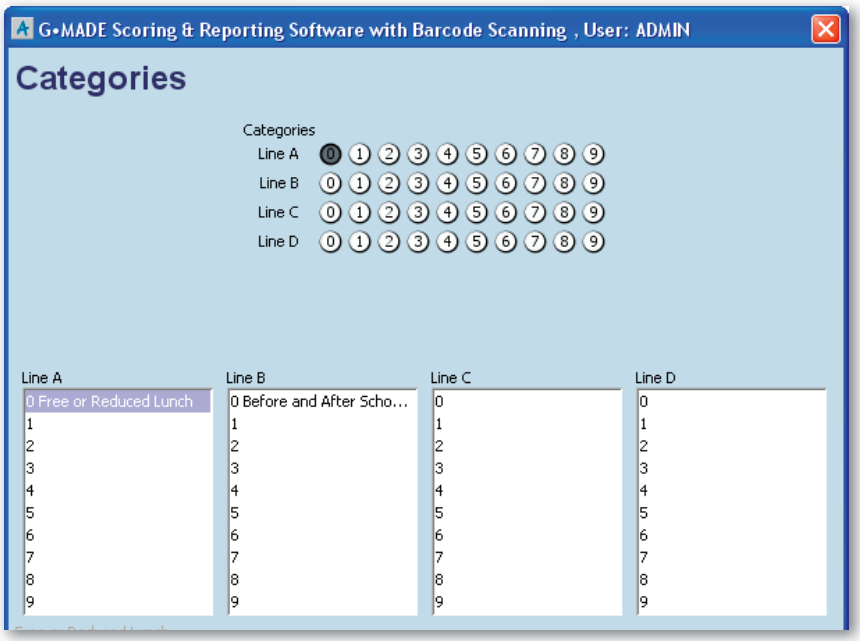

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
Categories
Categories
Line A 0 1 2 3 4 5 6 7 8 9
Line B 0 1 2 3 4 5 6 7 8 9
Line C 0 1 2 3 4 5 6 7 8 9
Line D 0 1 2 3 4 5 6 7 8 9
Line A
0 Free or Reduced Lunch
1 2 3 4 5 6 7 8 9
Line B
0 Before and After Scho...
1 2 3 4 5 6 7 8 9
Line C
0 1 2 3 4 5 6 7 8 9
Line D
0 1 2 3 4 5 6 7 8 9

Figure 32. View Categories window

To Add Students to a Roster

A Roster must already exist and have been saved before you are able to add students to it.

1. You may access the roster either immediately after saving it or through the **Rosters** tab by clicking on the roster and then clicking the **Edit** button.
2. Click the **Manage Students** button at the bottom of the screen.
3. In the **Update Students for Roster** window (see Figure 33) you may select the students for the roster and click the **Add** button to add them to the roster.
4. If you need to remove any or all students you may select them from the Students in Roster list and click the **Remove** button.
5. Click the **Update** button to save your changes and return to the **Add Rosters** screen.
6. Click the **Save Roster** button to save the roster with the changes made to the students.

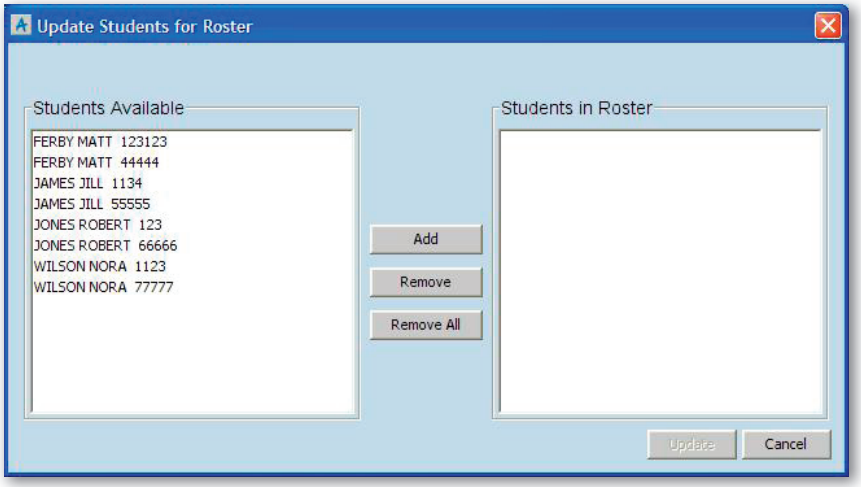


Figure 33. Update Students for Roster window

To Edit a Roster

To edit a roster, including which students reside in it, do the following:

1. On the **Rosters** tab (see Figure 30), highlight the roster you want to edit and click the **Edit** button.
2. You may change any fields you wish, including changing the students that are in your roster.
3. Click the **Save Roster** button at the bottom of the screen.

To Delete a Roster

To delete a roster do the following:

1. On the **Rosters** tab (see Figure 30), highlight the roster you want to delete and click the **Delete** button.
2. When prompted, verify the rosters to be deleted.

Entering Individual Student Data

After entering all required administrative information in the G•MADE software, you can enter student information. Click the **Enter Individual Student Data** button on the **Home** screen to access the **Select or Add Student** screen. (See Figure 34.) All student records that currently exist in the database are listed. You can add a student record or select one for editing or test administration. Student records can also be deleted from this screen.

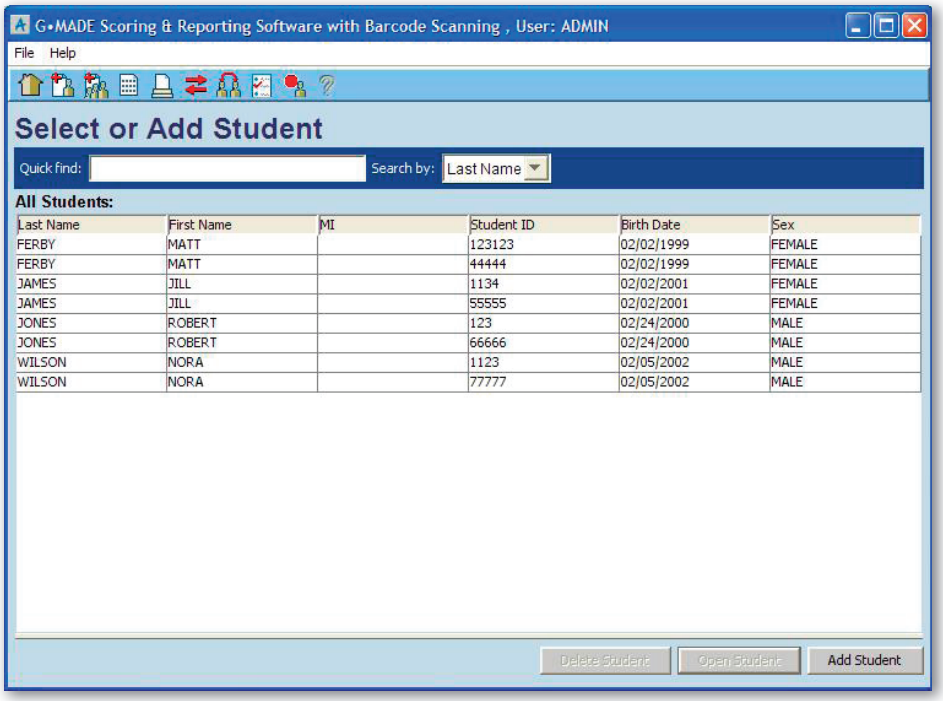

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Select or Add Student
Quick find:
Search by: Last Name
All Students:
Last Name | First Name | MI | Student ID | Birth Date | Sex
FERBY | MATT | | 123123 | 02/02/1999 | FEMALE
FERBY | MATT | | 44444 | 02/02/1999 | FEMALE
JAMES | JILL | | 1134 | 02/02/2001 | FEMALE
JAMES | JILL | | 55555 | 02/02/2001 | FEMALE
JONES | ROBERT | | 123 | 02/24/2000 | MALE
JONES | ROBERT | | 66666 | 02/24/2000 | MALE
WILSON | NORA | | 1123 | 02/05/2002 | MALE
WILSON | NORA | | 77777 | 02/05/2002 | MALE
Delete Student
Open Student
Add Student

Figure 34. Select or Add Student screen

Selecting Individual Student Records for Viewing

Using the **Quick Find** and **Search By** functions, you can search for students by **Last Name, First Name, MI** (Middle Initial), **Student ID, Birth Date,** or **Sex.** Also, the list of students can be sorted by clicking any column heading. The list will be ordered alphabetically by last name. Clicking the column heading again will sort the list in reverse order.

You can view an individual student's test records by doing either of the following:

- Double-click the row that has the student's identifying information.
- Click the row once, and then click the **Open Student** button at the bottom of the screen.

The **Student Information** screen will appear, listing the selected student's demographic information and all of his or her current test records. (See Figure 35.)

From this screen you can do the following:

- Add a new test record
- Open an existing test record
- Delete a test record
- Change a test owner

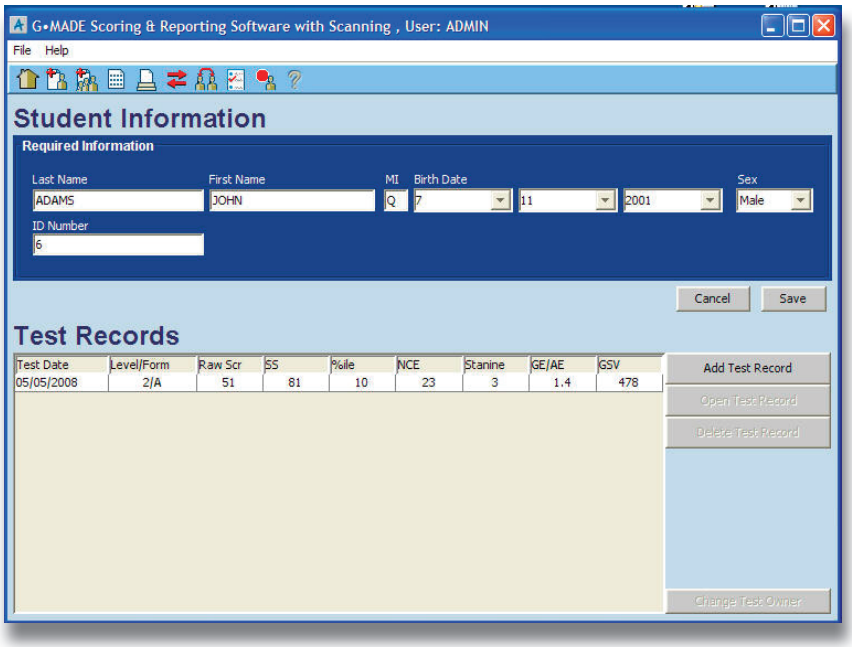


Figure 35. Student Information screen showing Test Records

Note: Only test records owned by the current user will be available for editing or deleting. New test records can be added by any user.

Adding a Test Record

To add a new test record, click **Add Test Record** on the **Student Information** screen. You must enter information from a test administration in the **Test Record: Information** screen. (See Figure 36.) Select the applicable class, teacher, and G•MADE test information for the specific test record.

- The Norms (**Fall/Spring** or **Age**) must be selected before **Grade**, **Level**, or **Form** can be selected.
- If grade-based norms are selected, the following applies:
  - The student's **Grade** must be selected before a **Level** or **Form** can be selected.
  - Values for **Level** are listed based on the **Grade** selected.

- **On Level** test form choices appear in black, **On Level** (special) test forms appear in blue, and **Out-of-Level** test forms appear in red.
- If age-based norms are selected, the student's age will determine the test levels available.

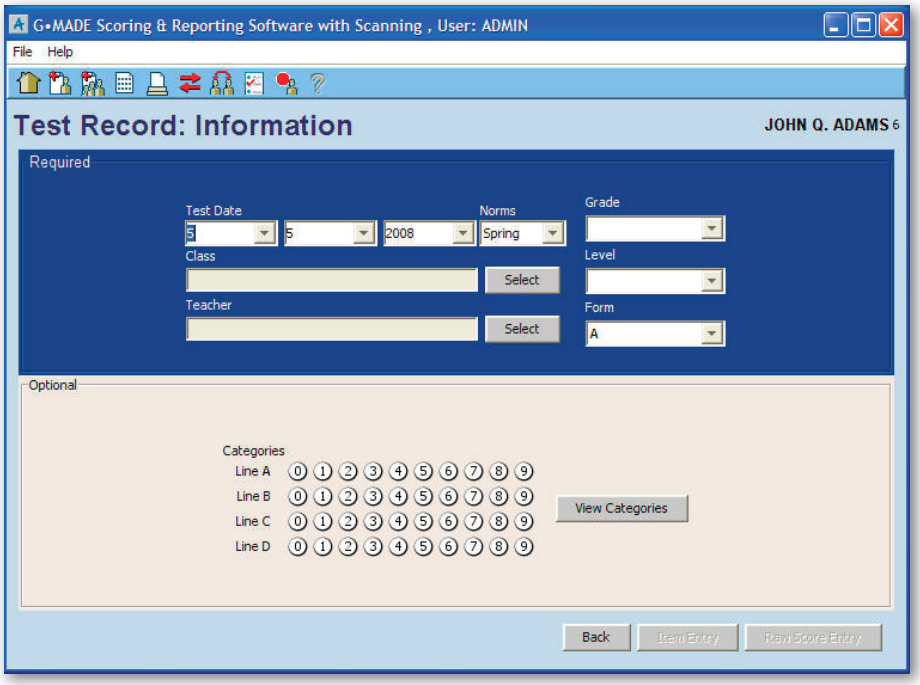


Figure 36. Test Record: Information screen

Selecting a Class

The **Select Class** window allows you to select or add a class for a test administration. (See Figure 37.) You can locate a class using the **Quick Find** and **Search By** features, or you can sort classes by clicking the **Site Name** or **ID Number** column heading.

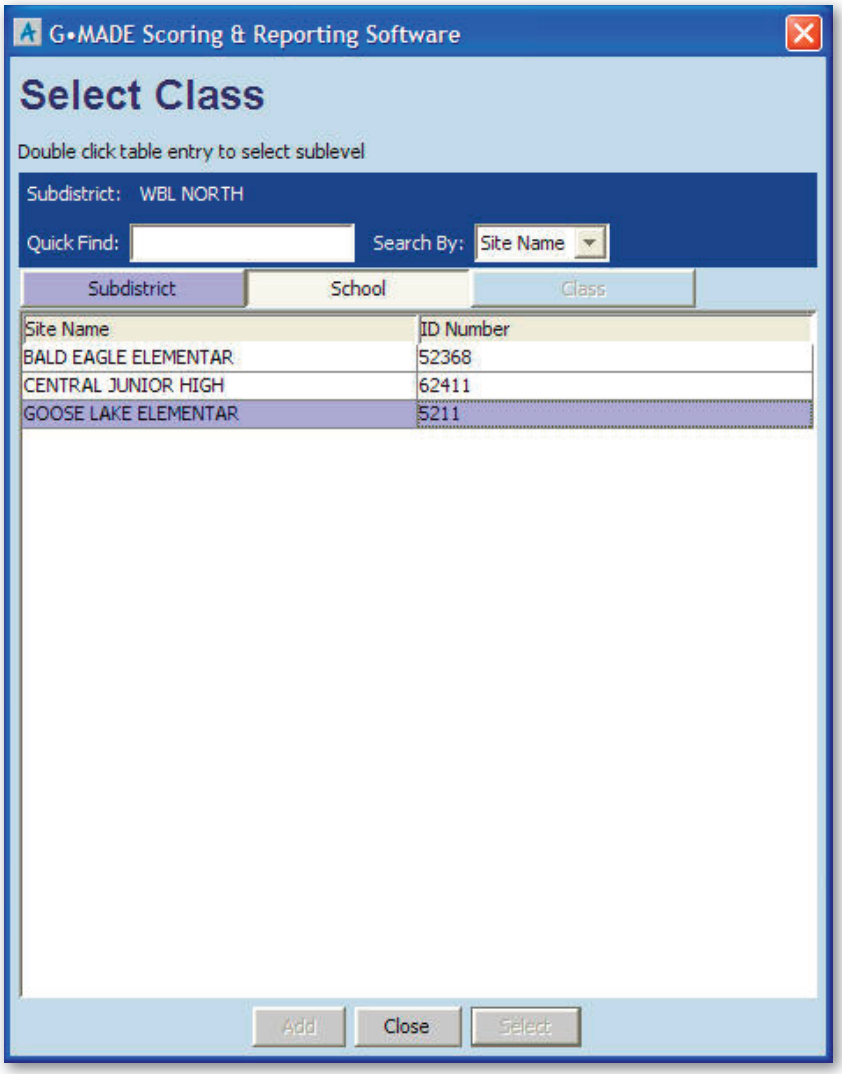


Figure 37. Select Class window (Subdistrict level not included in Administration Setup)

Buttons at the top of the window correspond to one of the available test site levels (**Subdistrict**, **School**, and **Class**) that were created in the **Administration Setup** screen.

- Clicking one of the buttons will list all sites in the selected sublevel that belong to the selected level.
- A level must be selected before a sublevel can be selected. For example, choosing a class involves first selecting a subdistrict (if indicated), then a school within the selected subdistrict, and finally a class within the selected school.
- Inactive classes are not shown.
- You can add a class using the **Class** option.

- You can edit classes in the **Administration Setup** screen. (See Setting up a Test Site, under **Administration Setup**.)

Note: The G•MADE software will manage the current hierarchy and will present a list of current classes to choose from on subsequent test site selections.

To Add a New Class

You can add a new class by clicking the **Add** button at the bottom of the window.

- In the **Add Class** window, add a new class by entering a site name and ID number. (See Figure 38.)
- Clicking **Save** will save the new class information and automatically add the newly created class to the test record.

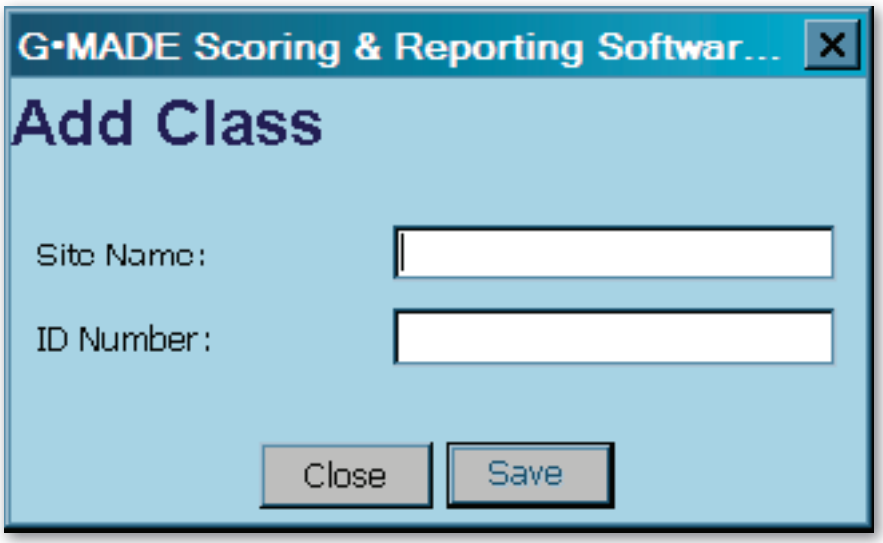


Figure 38. Add Class window

Note: If the ID number you entered already exists in the database and within the current school, you will be prompted to enter a unique ID number.

Selecting a Teacher

The teacher list in the **Select Teacher** window can be sorted by clicking column headings or by using the **Quick Find** and **Search By** features. (See Figure 39.) Select a teacher by clicking the teacher name once and then clicking **Select**.

- You can sort by **Teacher Name** or **Teacher ID**.
- Inactive teacher records are not shown.

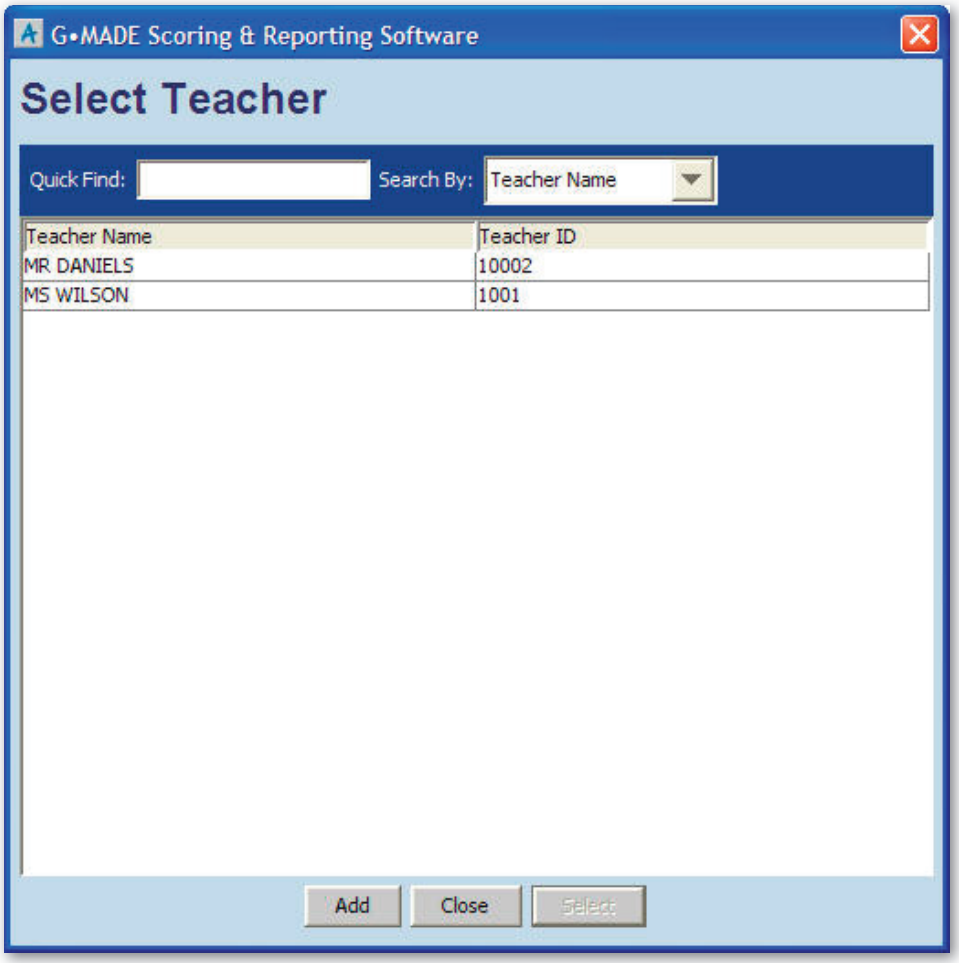


Figure 39. Select Teacher window

To Add a New Teacher

A new teacher can be added by clicking the **Add** button. In the **Add Teacher** window, enter the **Teacher Name** and **Teacher ID**. (See Figure 40.)

- Clicking the **Save** button will save the new information and automatically add it to the test record.
- Clicking **Close** will return you to the teacher list without saving any new information.

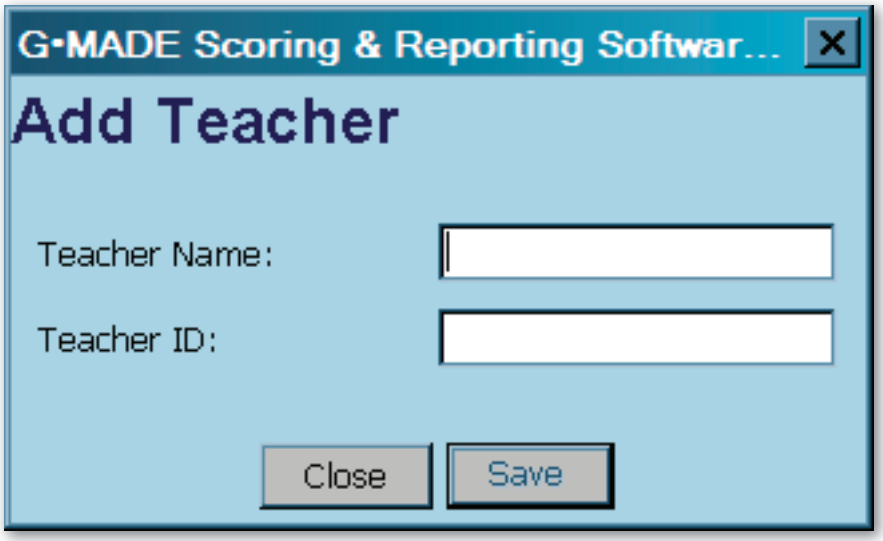


Figure 40. Add Teacher window

Note: If the **Teacher ID** you entered already exists in the database, you will be asked to enter a unique ID number. If the **Teacher Name** already exists, you will be asked if you would like to create a new teacher record using the name you entered.

- Clicking **Yes** creates a new teacher record.
- Clicking **No** returns you to the **Add Teacher** window.

Entering Category Information

In the **Test Record: Information** screen (see Figure 36), click **View Categories** to view the current list of categories. To select or deselect a category, click the applicable category line (A, B, C, or D) and number (choose from 0 through 9).

Selecting Method of Data Entry

Choose whether to enter scores by item or raw score. Click **Item Entry** or **Raw Score Entry** at the bottom of the **Test Record: Information** screen.

Entering Item Responses

If **Item Entry** is selected, the **Test Record: Item Entry** screen will appear. (See Figure 41.)

- All applicable subtests for the student (based on the selected **Grade**, **Level**, and **Form**) are listed under **Subtest,** on the left-hand side of the screen.
- The subtest for which scores are to be entered is highlighted.

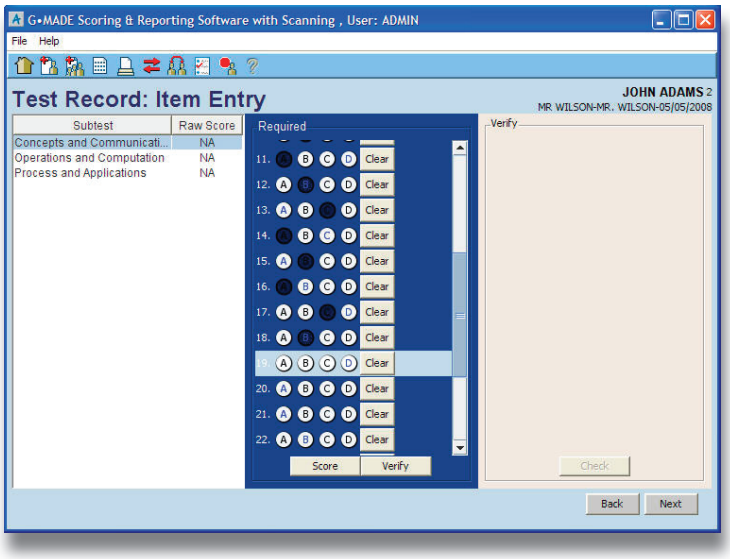


Figure 41. Test Record: Item Entry screen

- The numbered items and labeled response-choice buttons for the subtest are listed under **Required,** in the middle of the screen.
  - To clear a response you entered for an item, click the corresponding **Clear** button.
  - Press the **Enter** key on your keyboard to skip an item and advance to the next one.
- Once all responses have been entered, you can confirm the student's test data.
  - Click **Verify** at the bottom of the response-entry section of the screen.
  - Reenter responses under **Verify**, on the right-hand side of the screen.
  - Click **Check**.
  - Responses will be listed under **Required**, in the middle of the screen.
  - Discrepancies in keyed response options will be indicated by red tags labeled "Check."
- Select the correct response option for any miskeyed responses.
- Once all miskeyed responses have been reentered, click **Score**. The new raw score will appear in the **Raw Score** column on the lefthand side of the screen. The following scoring rules apply:

- If a subtest has no responses entered, the subtest raw score is reported as "NA."
- The subtest stanine score is reported as "NA" if there are fewer than six item responses for the subtest.
- Composite derived scores are reported as "NA" if there are fewer than six item responses for any subtest that contributes to a composite, or fewer than six item responses in total across all subtests that do not report stanines.
- The Total Test derived scores are reported as "NA" if any derived score for a subtest is "NA."

When a set of subtest scores has been entered and scored, the G•MADE software automatically advances to the next subtest in the list.

- You can select a different subtest for item entry by clicking the desired subtest listed in the **Subtest** section.
- Click the **Back** button to return to the **Test Record: Information** screen.

  Note: If the **Back** button is selected, entered data will not be saved.

Entering Raw Scores

If **Raw Score Entry** is selected in the **Test Record: Information** screen (see Figure 36), the **Raw Score Entry** screen will appear. (See Figure 42.)

- Each subtest and composite for which data entry is required (based on the selected **Norms**, **Grade**, **Level,** and **Form**) is indicated by a blank field.
- To enter a score for a subtest or composite, click the corresponding **Raw Score** field.

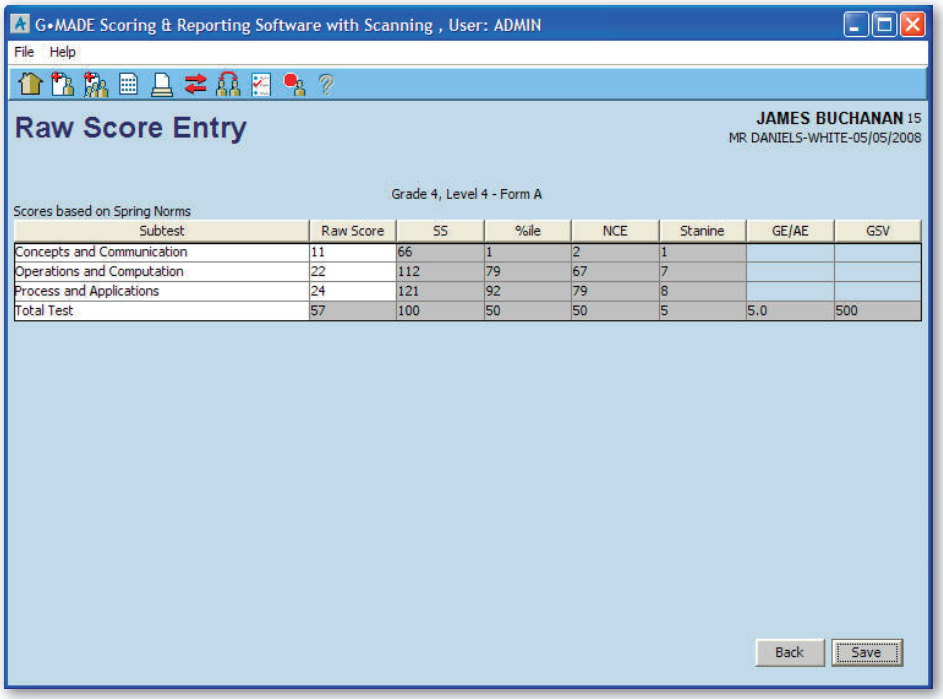

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Raw Score Entry
JAMES BUCHANAN 15
MR DANIELS-WHITE-05/05/2008
Grade 4, Level 4 - Form A
Scores based on Spring Norms
Subtest | Raw Score | SS | %ile | NCE | Stanine | GE/AE | GSV
Concepts and Communication | 11 | 66 | 1 | 2 | 1
Operations and Computation | 22 | 112 | 79 | 67 | 7
Process and Applications | 24 | 121 | 92 | 79 | 8
Total Test | 57 | 100 | 50 | 50 | 5 | 5.0 | 500
Back
Save

Figure 42. Raw Score Entry screen

When the raw scores have been entered for each subtest, derived scores will be calculated.

- Click **Save** to save scores and return to the **Select or Add Student** screen. (See Figure 34.)
- Click **Back** to return to the **Test Record: Information** screen (if **Raw Score Entry** was the chosen score entry format) or the **Test Record: Item Entry** screen (if **Item Entry** was the chosen score entry format).

Note: If you attempt to change the score entry format for an existing test administration, you will be warned that doing so will delete all data previously entered and scored. (See Figure 43.) Click **Yes** to proceed without retaining the entered data. Click **No** to retain the entered data.

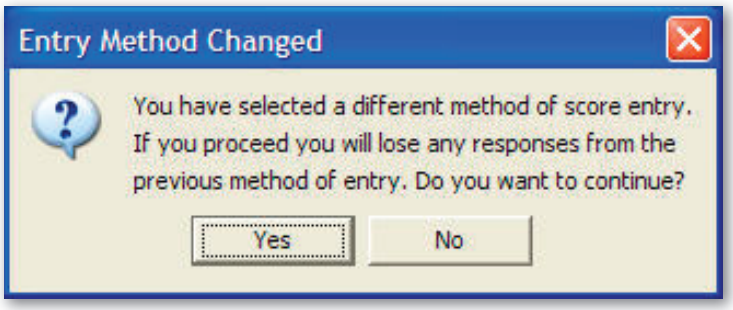

Entry Method Changed
You have selected a different method of score entry. If you proceed you will lose any responses from the previous method of entry. Do you want to continue?
Yes
No

Figure 43. Item Entry Warning prompt

Opening a Test Record

You can open a specific test record in the **Student Information** screen (see Figure 35) by

- double-clicking the row displaying the test record, or
- clicking the row once and then clicking the **Open Test Record** button.

Deleting a Test Record

To delete a student's individual test record, do the following:

1. Highlight the record you want to delete in the **Student Information** screen.
2. Click the **Delete Test Record** button and then confirm the deletion (see Figure 44).

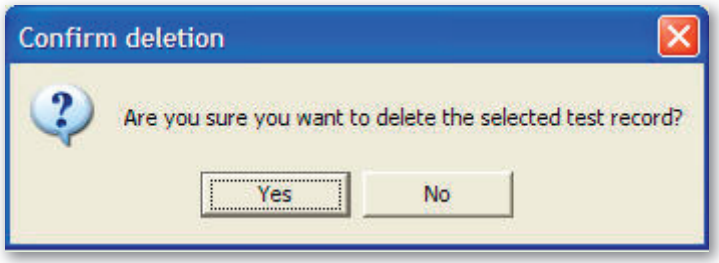


Figure 44. Confirm Deletion prompt

Note: You can delete only the test records that you own.

Changing a Test Owner

To change ownership of a test administration to a different user, complete the following steps:

1. In the **Student Information** screen (see Figure 35), click the **Change Test Owner** button.
2. Select your **User Name** from the list in the **Change Test Owner** window. (See Figure 45.)
3. Click **Update**.

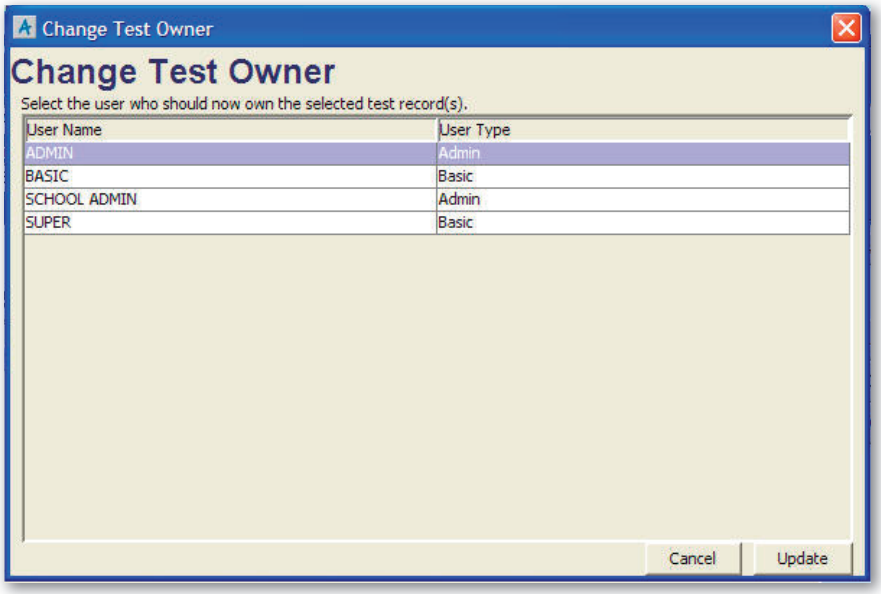


Figure 45. Change Test Owner window

Note: Only an administrative user can change ownership of test records.

Deleting Student(s)

To delete one or more students and their associated test records from the database, do the following:

1. Highlight the student record that you want to delete from the **Select or Add Student** screen. (See Figure 34.) To delete more than one student at a time, press the **Ctrl** key on your keyboard while clicking the student record(s) you want to delete.
2. Click the **Delete Student** button at the bottom of the screen.
3. When prompted, verify the student record(s) selected for deletion.

Note: Only an administrative user can delete student records.

Adding a Student

To add a new student, do the following:

1. Click the **Add Student** button at the bottom of the **Select or Add Student** screen. (See Figure 34.)
2. In the **Student Information** screen, enter the student's **Last Name, First Name, MI** (Middle Initial; optional), **Birth Date, Sex,** and **ID Number**. (See Figure 46.)
3. Click **Save** to save the new information.
4. If the ID number you entered already exists in the database, you will be asked to enter a different ID number.

5. If the other new student information (**Last Name, First Name, Birth Date,** and **Sex**) already exists in the database, you will be prompted to confirm the new student information. Clicking **Yes** creates a new student record; clicking **No** returns you to the **Student Information** screen.

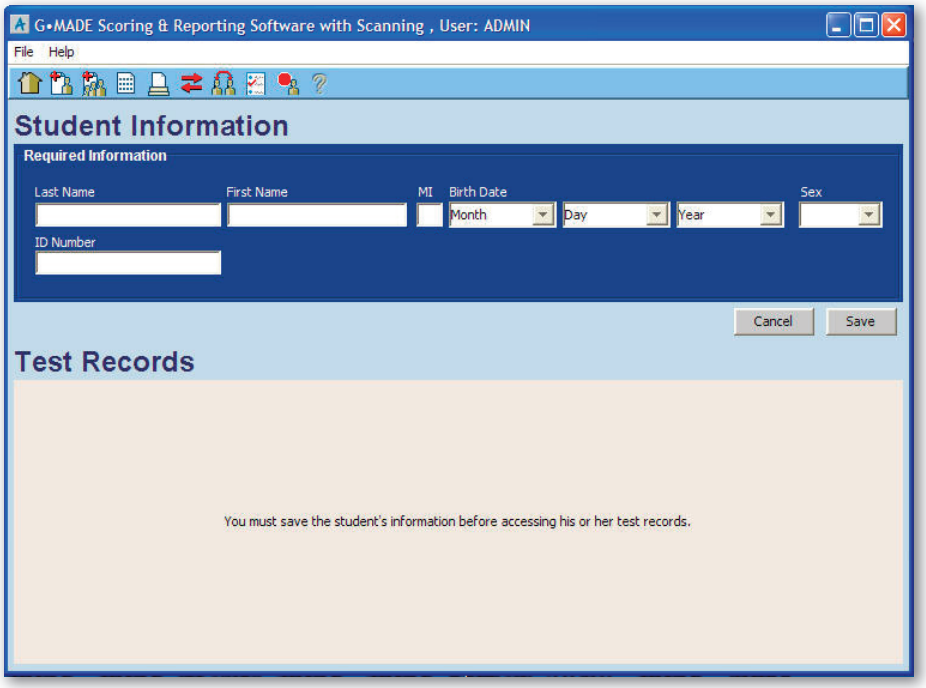


Figure 46. Student Information screen

Entering Group Student Data

This section of the G•MADE software user's manual describes the following functions for entering group test information:

- ◆ Entering test information for a selected group
- ◆ Selecting students to be included in the group
- ◆ Entering test information for each student in the group

Complete the following steps to begin entering group student data:

1. From the G•MADE **Home** screen, click the **Enter Group Student Data** button. Or, click the **Enter Group Student Data** icon at the top of the screen. The **Group Test Information** window will appear. (See Figure 47.)

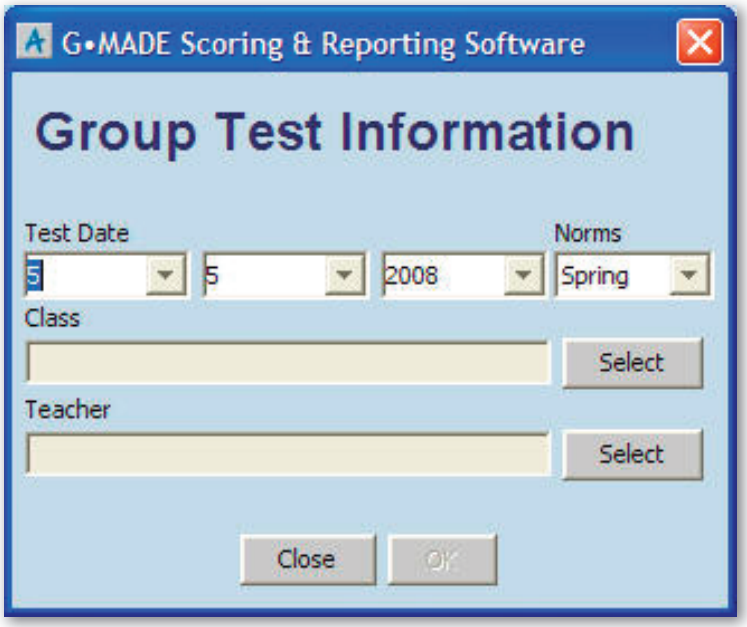


Figure 47. Group Test Information window

2. Select the **Test Date** using the pull-down menus. The **Norms** field will automatically show "Spring" or "Fall," based on the **Test Date** entry. For age-based norms, select **Age** from the **Norms** pull-down menu.
3. To select the class, click the **Select** button to the right of the **Class** field. The **Select Class** window will appear (see Figure 48), which allows you to select or add a class for a test administration.
   - ◆ Buttons at the top of the window represent each of the available test site levels (**District, Subdistrict, School,** and **Class**) that were created in **Administration Setup**.

- Clicking each button will show all sites in the selected sublevel that belong to the selected level.
- A level must be selected before a sublevel can be selected. For example, choosing a class involves first selecting a district, then a subdistrict within the selected district, then a school within the selected subdistrict, and finally a class within the selected school.
- Inactive classes are not shown.
- You can also use the **Quick Find** and **Search By** features to search for the class.
- The **Add** function is available only at the class level and only for Active classes.

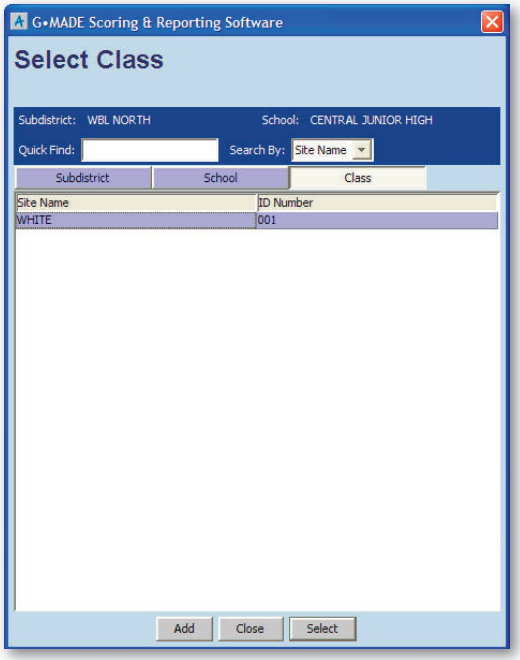


Figure 48. Select Class window

Note: The program will maintain the current hierarchy and will present a list of current classes to choose from on subsequent test site selections.

4. After selecting **Class**, click the **Add button**. In the **Add Class** window (see Figure 24), you can add a new class for a group by entering a site name and ID number.
   - Click **Save** to save class information and automatically select a newly created class for the test record.
   - Click **Close** to return to a list of classes without saving any new information.

Note: If you mistakenly enter an existing class ID number while adding a new class record, you will be required to enter a different ID number.

5. To select a teacher, click the **Select** button to the right of the **Teacher** field in the **Select Class** window.
6. From the **Select Teacher** window (see Figure 49), use the **Quick Find** and **Search By** features to search for the teacher record.
7. A teacher can be added by clicking the **Add** button.
   - ◆ You can sort the list of teachers by clicking either column heading.
   - ◆ Inactive teachers are not shown.
   - ◆ Select a teacher name by either double-clicking the name or clicking the name once and then clicking **Select**.

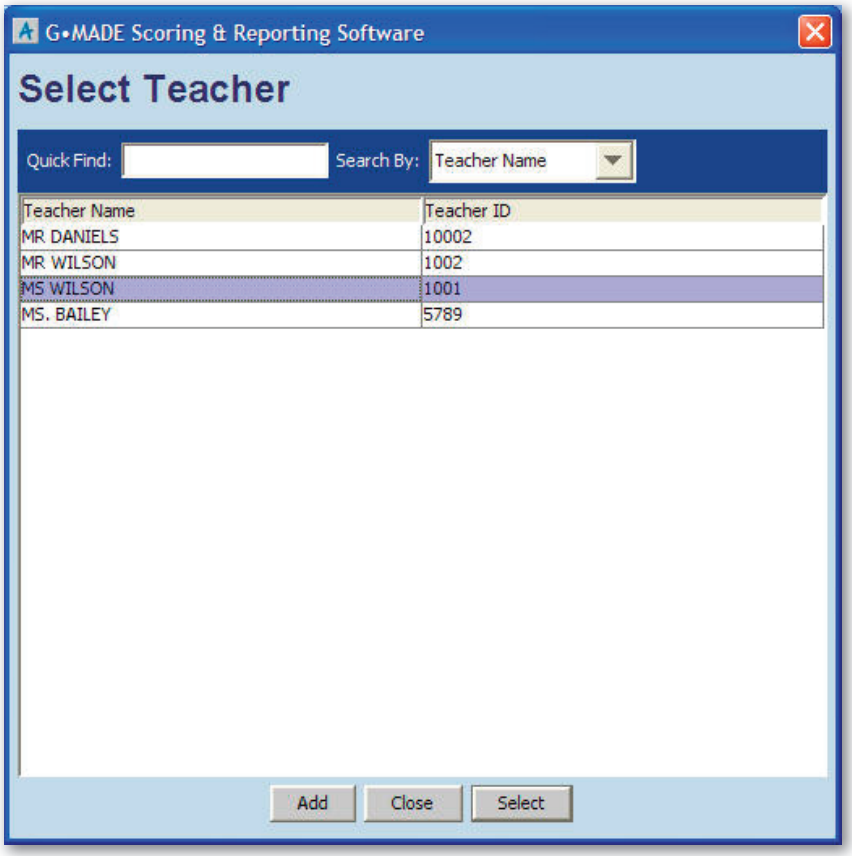


Figure 49. Select Teacher window

- ◆ To add a new teacher to a group, click the **Add** button, and then enter the teacher name and ID number in the **Add Teacher** window. (See Figure 40.)
  - ◆ Click **Save** to save new teacher information and automatically select the newly created teacher for the test record.

- Click **Close** to return to the list of teachers without saving any new information.

Note: If you mistakenly enter an existing teacher name while adding a new teacher record, you will be asked whether you would like to create a new teacher record with that name.

- Clicking **Yes** creates a new teacher record.
- Clicking **No** returns you to the **Add Teacher** window.

If you mistakenly enter an existing teacher ID number while adding a new teacher record, you will be asked to enter a different ID number.

Note: You cannot proceed without entering all information in the **Group Test Information** window. (See Figure 47.)

Adding Students to the Group

When all required **Group Test Information** is saved, students can be added to the group in the **Group Test Select** screen. (See Figure 50.)

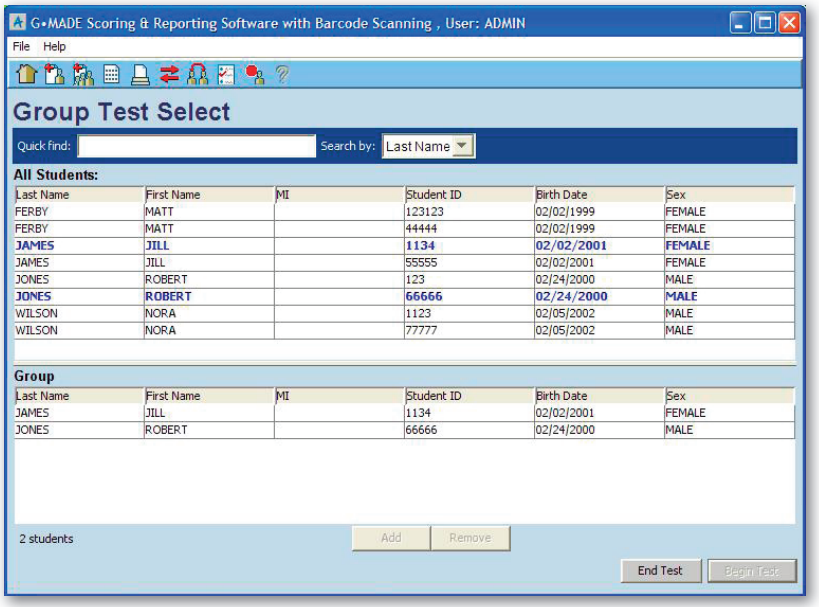

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Group Test Select
Quick find:
Search by: Last Name
All Students:
Last Name | First Name | MI | Student ID | Birth Date | Sex
FERBY | MATT | | 123123 | 02/02/1999 | FEMALE
FERBY | MATT | | 44444 | 02/02/1999 | FEMALE
JAMES | JILL | | 1134 | 02/02/2001 | FEMALE
JAMES | JILL | | 55555 | 02/02/2001 | FEMALE
JONES | ROBERT | | 123 | 02/24/2000 | MALE
JONES | ROBERT | | 66666 | 02/24/2000 | MALE
WILSON | NORA | | 1123 | 02/05/2002 | MALE
WILSON | NORA | | 77777 | 02/05/2002 | MALE
Group
Last Name | First Name | MI | Student ID | Birth Date | Sex
JAMES | JILL | | 1134 | 02/02/2001 | FEMALE
JONES | ROBERT | | 66666 | 02/24/2000 | MALE
2 students
Add
Remove
End Test
Begin Test

Figure 50. Group Test Select screen

In the **All Students** list in the top half of the screen, add students to the group by either double-clicking the name or clicking the name once and then clicking **Add**.

- The student record will appear in the **Group** list in the lower portion of the screen.
- You can remove a student from a selected group by either double-clicking a highlighted name in the **Group** list or clicking the name once and then clicking **Remove** at the bottom of the screen.

Entering a Student Test Record

1. When all students have been selected, click a student name, and then click the **Begin Test** button. Test entry will begin for the student you selected.
2. Enter the required information for the selected student's test record. (See Figure 51.)

For grade-based norms, the following applies:

- The student's **Grade** must be selected before a **Level** and **Form** can be selected. You must select a **Grade** before selecting a **Level**, and you must select a **Level** before selecting a **Form**.
- Values for **Level** are listed based on the **Grade** selected.
- **On Level** test form choices appear in black, **On Level** (special) test forms appear in blue, and **Out-of-Level** test forms appear in red.

For age-based norms, the following applies:

- The **Grade, Level,** and **Form** must be selected.
- Values for **Level** are listed based on the student's age.

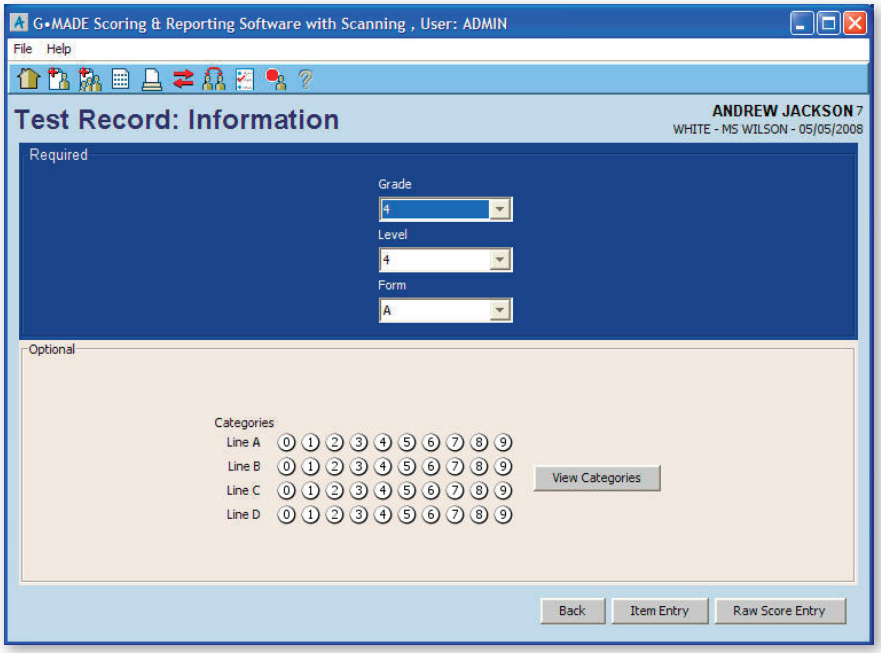

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Test Record: Information
ANDREW JACKSON 7
WHITE - MS WILSON - 05/05/2008
Required
Grade
4
Level
4
Form
A
Optional
Categories
Line A 0 1 2 3 4 5 6 7 8 9
Line B 0 1 2 3 4 5 6 7 8 9
Line C 0 1 2 3 4 5 6 7 8 9
Line D 0 1 2 3 4 5 6 7 8 9
View Categories
Back
Item Entry
Raw Score Entry

Figure 51. Test Record: Information screen

3. Click **Item Entry** at the bottom of the screen to enter and verify the student's subtest item responses in the **Test Record: Item Entry** screen. (See Figure 41.) (Or, go to step 4 to enter the student's subtest raw score responses.) After you have entered the student's test scores, the **Group Test Select** screen will appear, and the record of the student whose scores you just entered will no longer appear in the **Group** list. To start score entry for the next student indicated, go to step 5.
4. Click **Raw Score Entry** at the bottom of the screen to enter the student's subtest raw score responses in the **Raw Score Entry** screen. (See Figure 42.) After you have entered the student's test scores, the **Group Test Select** screen will appear, and the record of the student whose scores you just entered will no longer appear in the **Group** list.
5. To start score entry for the next student indicated, do one of the following:
   - Click **Next** in the **Group Test Select** screen.
   - Click a different student record in the group, and then click **Next**.

Scanning G•MADE Software Data

The G•MADE software allows users to scan record forms rather than enter data by hand. Scannable versions of test forms for levels 1 and up are available and are required in order to use the G•MADE scanning functionality. The scanning software is only available for Windows. The following Scantron scanners are compatible with the G•MADE software:

- **ScanMark® ES Series:** All dual-head read with 48-channel reading (Barcoding functionality not available with these scanners)
- **OpScan/Insight Series:** All dual-head read, 48-channel models supported by ScanTools® 7.0

Preparing Answer Sheets

There are three ways to fill out student information on answer sheets.

The teacher or student can fill in bubbles associated with the required information using a pencil, a barcode label can be printed and affixed to the Name area of the form, or the software can pre-slug student information on to booklets or answer sheets.

Creating Barcode Stickers With Avery® 5160 Labels

To create barcodes for answer sheets, follow these steps:

1. Click on the **Scan Answer Sheets** button to open the scanning area of the software.
2. Click on the Preparation tab. (See Figure 52.)

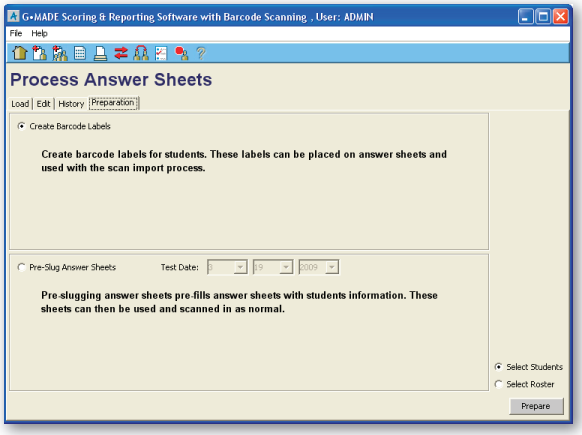

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load Edit History Preparation
Create Barcode Labels
Create barcode labels for students. These labels can be placed on answer sheets and used with the scan import process.
Pre-Slug Answer Sheets
Test Date:
Pre-slugging answer sheets pre-fills answer sheets with students information. These sheets can then be used and scanned in as normal.
Select Students
Select Roster
Prepare

Figure 52. Process Answer Sheets, Preparation tab

3. Confirm that the Create Barcode Labels option is selected.

4. If printing by student, verify that the Select Students radio button is selected and click the **Prepare** button. If printing by roster, verify that the Select Roster radio button is selected and click the **Prepare** button.

5. If printing by students, select the students for whom you want labels created. Use **Shift** + **Click** to select a group of records in sequence or **Ctrl** + **Click** to select multiple random records. (See Figure 53.)

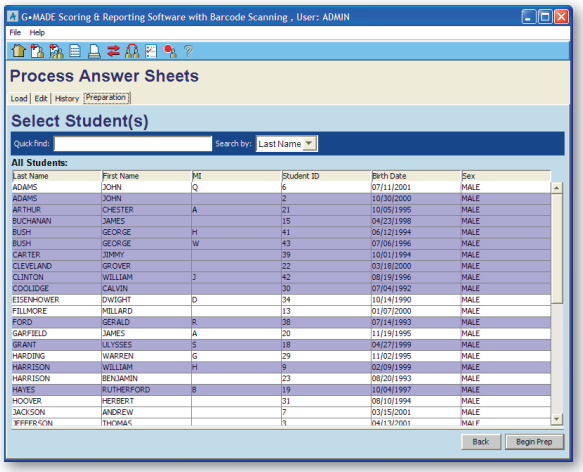

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load | Edit | History | Preparation
Select Student(s)
Quick find:
Search by: Last Name
All Students:
Last Name | First Name | MI | Student ID | Birth Date | Sex
ADAMS | JOHN | Q | 6 | 07/11/2001 | MALE
ADAMS | JOHN | | 2 | 10/30/2000 | MALE
ARTHUR | CHESTER | A | 21 | 10/05/1995 | MALE
BUCHANAN | JAMES | | 15 | 04/23/1998 | MALE
BUSH | GEORGE | H | 41 | 06/12/1994 | MALE
BUSH | GEORGE | W | 43 | 07/06/1996 | MALE
CARTER | JIMMY | | 39 | 10/01/1994 | MALE
CLEVELAND | GROVER | | 22 | 03/18/2000 | MALE
CLINTON | WILLIAM | J | 42 | 08/19/1996 | MALE
COOLIDGE | CALVIN | | 30 | 07/04/1992 | MALE
EISENHOWER | DWIGHT | D | 34 | 10/14/1990 | MALE
FILLMORE | MILLARD | | 13 | 01/07/2000 | MALE
FORD | GERALD | R | 38 | 07/14/1993 | MALE
GARFIELD | JAMES | A | 20 | 11/19/1995 | MALE
GRANT | ULYSSES | S | 18 | 04/27/1999 | MALE
HARDING | WARREN | G | 29 | 11/02/1995 | MALE
HARRISON | WILLIAM | H | 9 | 02/09/1999 | MALE
HARRISON | BENJAMIN | | 23 | 08/20/1993 | MALE
HAYES | RUTHERFORD | B | 19 | 10/04/1997 | MALE
HOOVER | HERBERT | | 31 | 08/10/1994 | MALE
JACKSON | ANDREW | | 7 | 03/15/2001 | MALE
Back
Begin Prep

Figure 53. Process Answer Sheets, Select Students screen

6. If printing by roster, select the roster for which you want labels created. (See Figure 54.)

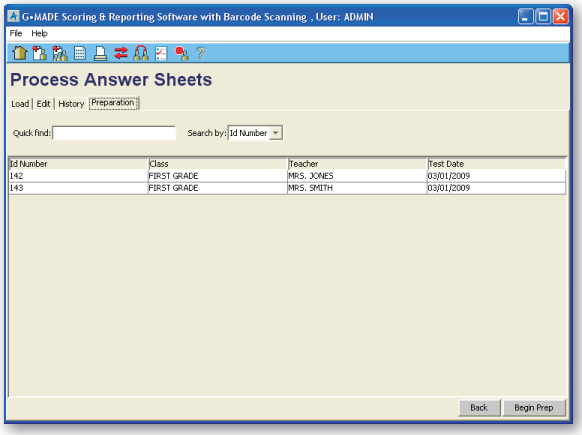

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load | Edit | History | Preparation
Quick find:
Search by: Id Number
Id Number | Class | Teacher | Test Date
142 | FIRST GRADE | MRS. JONES | 03/01/2009
143 | FIRST GRADE | MRS. SMITH | 03/01/2009
Back
Begin Prep

Figure 54. Process Answer Sheets, Select Roster screen

7. Click the **Begin Prep** button.

The Barcode Labels window will open. (See Figure 55.)

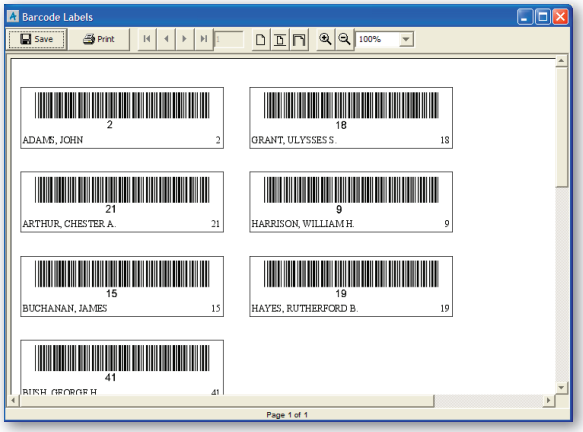


Figure 55. Barcode Labels window

8. Click the **Print** button.

Note: When printing for the first time it is recommended that you only print one label. Once you have confirmed that the text alignment is correct you can select all or a range of records.

The Print dialog box is displayed. (See Figure 56.)

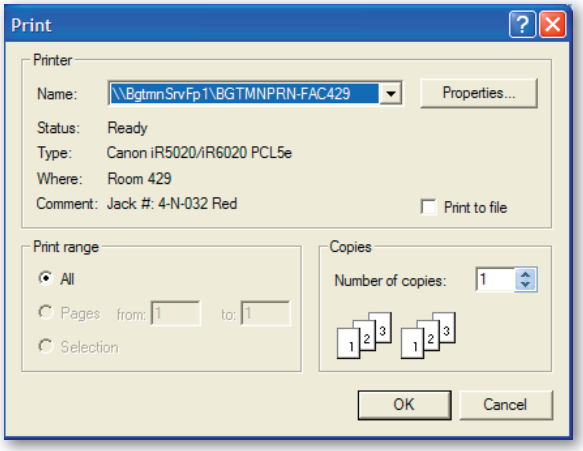


Figure 56. Print Barcode Labels window

9. Select the printer.
10. Click **OK**.
11. Click **Cancel** to close the Merge Printing With PrintFlex dialog box.

Placing the Label on the Answer Sheet

Place the label vertically in the Name area of the answer sheet. Measure the distance from the left edge of the form to the middle of the label. Adjust the barcode reader on your OpScan Series scanner to the approximate distance.

Note: It is important that the labels be placed in approximately the same location on each form so the barcode reader can retrieve the data from the label.

See Scanning Data from Completed Answer Sheets for details on how to load the completed answer sheet data into G•MADE.

Pre-slugging Answer Sheets With Student Information

Note: The pre-slugging functionality is available for G•MADE forms Level 4 through H.

1. Click on the **Scan Answer Sheets** button.
2. Click on the Preparation tab. (See Figure 52.)
3. Confirm that the Pre-Slug Answer Sheets option is checked and set the test date (the default is the current date).
4. If pre-slugging by student, verify that the Select Students radio button is selected and click the **Prepare** button. If pre-slugging by roster, verify that the Select Roster radio button is selected and click the **Prepare** button.
5. If printing by students, select the students for whom you want to print answer sheets. Use **Shift** + **Click** to select a group of records in sequence or **Ctrl** + **Click** to select multiple random records. (See Figure 53.)
6. If printing by roster, select the roster for which you want to print answer sheets. (See Figure 54.)
7. Click the **Begin Prep** button.
8. Click the **Print** button. (See Figure 57.)

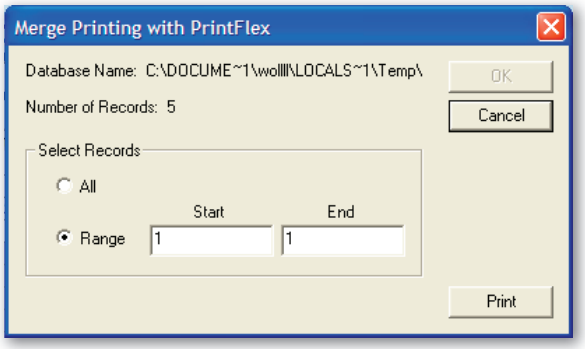


Figure 57. Merge Printing With PrintFlex window

Note: You may want to select one record to test before choosing to print answer sheets for all the selected records.

9. Select the Printer and click **OK**.

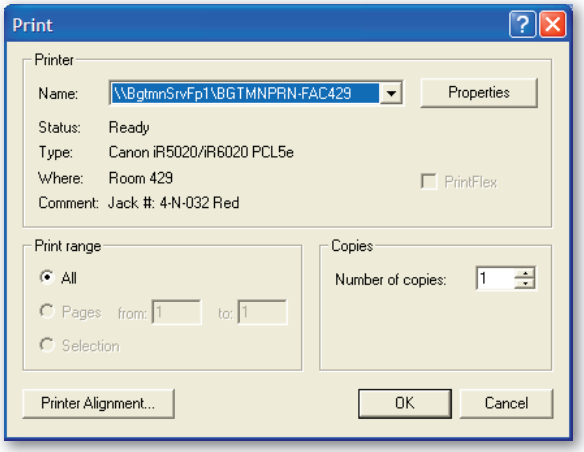


Figure 58. Print Pre-Slugged Answer Sheets window

If you see that the alignment is off, use the **Printer Alignment** button on the Print dialog box to adjust the location of the marks on the answer sheet. (See Figure 58.) The position can be adjusted up or down and the sizing can be adjusted left or right. Each increment is equal to 1/100th of an inch. (See Figure 59.)

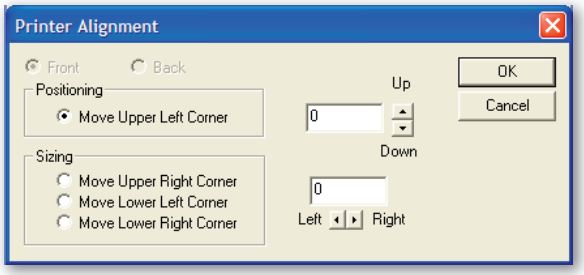


Figure 59. Printer Alignment window

> **Note:** If you are pre-slugging by roster, the process described above will have printed the header sheet. You will need to click the **Cancel** button on the **Merge Printing with Printflex** window, and then begin again with step 8 above to pre-slug the answer sheets.

Scanning Data from Completed Answer Sheets

To scan data using the G•MADE software, follow these instructions:

1. Ensure that the scanner is securely connected to the computer and that the power is on. If scanning answer sheets with bar-codes (OpScan scanners only), confirm that the barcode reader is in the correct location.

> **Note:** If you are using a serial connection for your scanner, be sure to turn on the scanner before starting your computer.

2. From the **Home** screen, click the **Scan Answer Sheets** button. If you are using an ES Series scanner, be sure you have completed the scanning setup outlined in the Setting up Scanning Functionality (Scanning Version Only) section of this manual before attempting to scan.

3. From the **Scan** tab on the **Scan Answer Sheets** screen (see Figure 60), you can choose one of two settings for importing scanned data:

   ◆ To import data directly from the scanner, select **via scanner.**

The Barcodes checkbox should be selected when you are scanning answer sheets with barcode labels affixed to the front of the form.

   ◆ To import a data file generated by scanning that has been completed remotely, select **via file** and then go to the Editing Scanned Forms section for next steps.

   Note: Because files are most often used for high-end scanners, leave the setting as **via scanner** if your scanner is a standard desktop model.

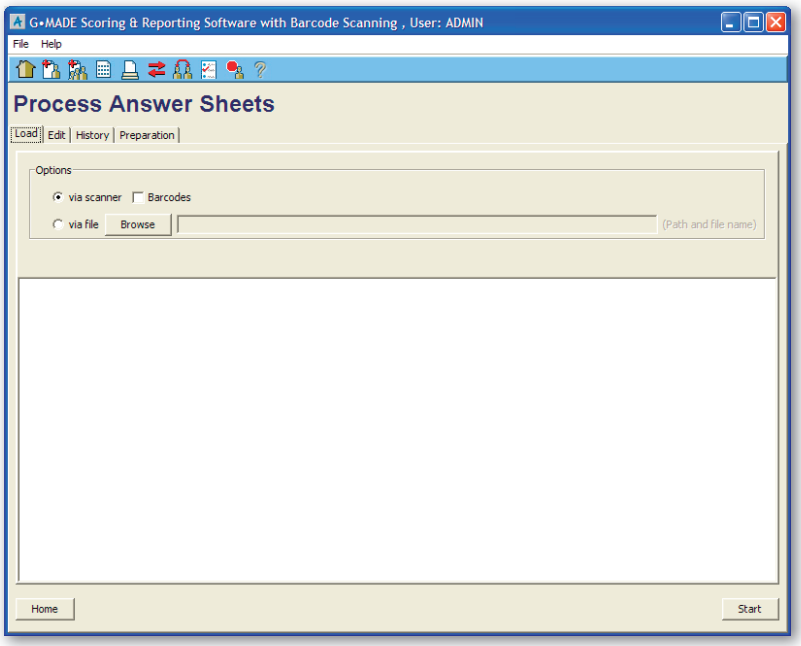


Figure 60. Scan Answer Sheets screen, Scan tab

4. Load your forms onto the scanner and click the **Start** button.

- Current header sheet information is displayed at the top of the screen (School, Class, and Teacher); the student name, ID number, test level, and form associated with the current header sheet are listed below that. (See Figure 61.) The current booklet/answer sheet page number is displayed at the bottom.

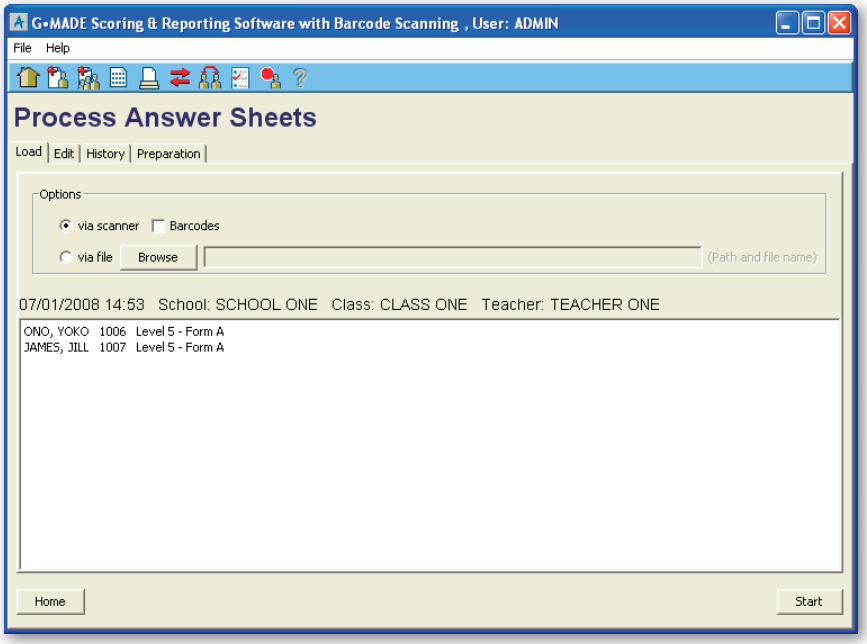

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load Edit History Preparation
Options
via scanner Barcodes
via file Browse
(Path and file name)
07/01/2008 14:53 School: SCHOOL ONE Class: CLASS ONE Teacher: TEACHER ONE
ONO, YOKO 1006 Level 5 - Form A
JAMES, JILL 1007 Level 5 - Form A
Home
Start

Figure 61. Scan Answer Sheets screen, Scan tab displaying test records

- When a new header sheet is scanned, the associated information will appear on the **Scan** tab, and the information from the first header sheet and corresponding forms will be moved to the **Edit** tab. The **Scan Answer Sheets** screen will display all test forms as they are scanned.
- Clicking the **Stop** button will stop the scanner, and the current data will be moved to the **Edit** tab. The following are the only other instances where scanning will stop:
  - Page missing from booklet
  - Wrong page scanned/page not recognized
  - Header sheet missing
  - Errors on header sheet
  - Booklet blank
  - Page already scanned
- When all forms have been scanned, a **Scanner Message** dialog will appear indicating that the input hopper is empty. (See Figure 62.)

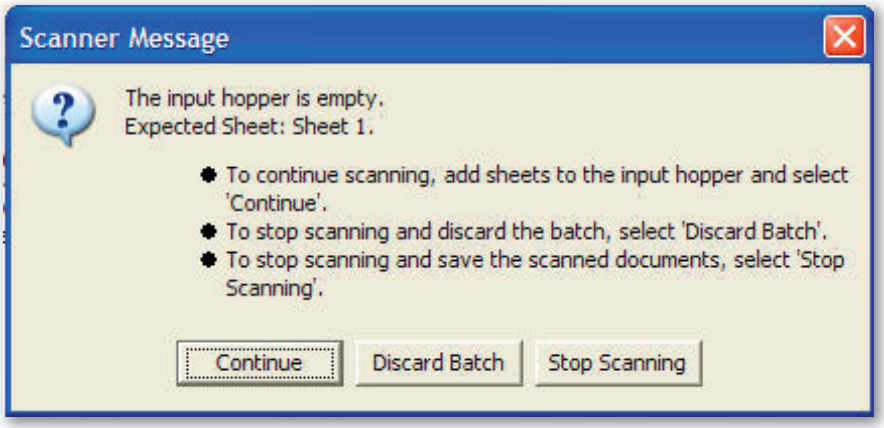

Scanner Message
The input hopper is empty.
Expected Sheet: Sheet 1.
To continue scanning, add sheets to the input hopper and select 'Continue'.
To stop scanning and discard the batch, select 'Discard Batch'.
To stop scanning and save the scanned documents, select 'Stop Scanning'.
Continue
Discard Batch
Stop Scanning

Figure 62. Scanner Message dialog

- Next, the **End of Batch** dialog will appear to notify you that scanning is complete. (See Figure 63.)

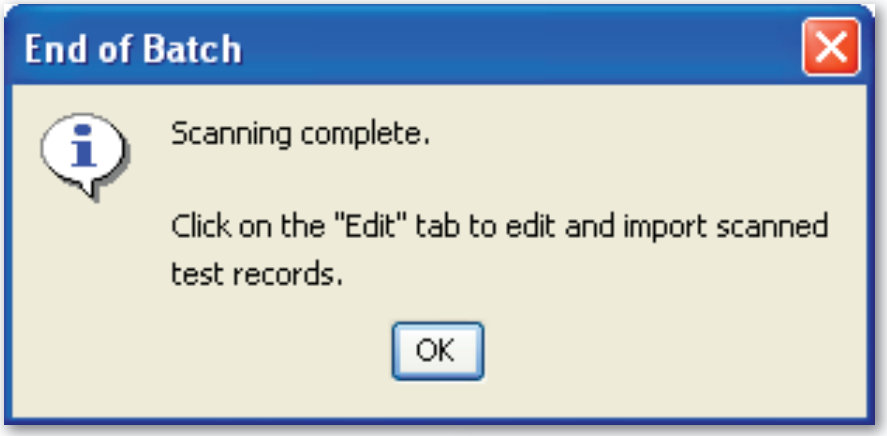


Figure 63. End of Batch dialog

Editing Scanned Forms

Clicking the **Edit** tab on the **Scan Answer Sheets** screen allows you to correct errors on scanned forms before importing data into the database. All color-coded errors and severe warnings must be corrected before the data can be imported.

Any record(s) with errors will have colored fields to indicate the error type as follows:

- Red indicates errors, including missing or incorrectly bubbled required header fields or student identification fields, or incorrectly bubbled item responses (if this is set as an error in **Administration Setup**).
- Orange indicates severe warnings, including a school name and/or ID number that does not exist in the database, or a test level/student grade or age combination with no norms available.
- Yellow indicates minor warnings, including the following:
  - **School ID** exists in the database, but the **School Name** does not exist or is blank.
  - **Teacher ID** exists in the database, but the **Teacher Name** does not exist or is blank.
  - **Teacher Name** exists in the database, but the **Teacher ID** does not.
  - **Class ID** exists in the database, but the **Class Name** does not exist or is blank.
  - **Class Name** exists in the database, but the **Class ID** does not.

To Edit Scanned Forms

You can choose to display only scanned data fields with errors or all scanned data fields.

1. Click the **Display** pull-down menu to select which form information to view.
   - ◆ You can choose to view either errors and warnings or all data on the form. (See Figure 64.)
   - ◆ For a description of the color-coded errors and warnings, go to the beginning of this section (Editing Scanned Forms).

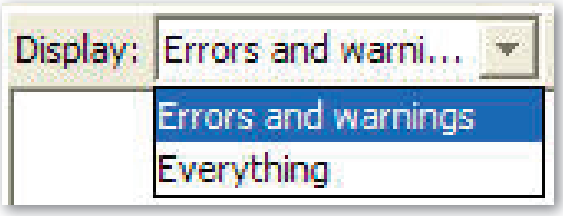


Figure 64. Display Errors and Warnings pull-down menu

2. Click **Select Scan Group ID** to view all scanned header sheets. All header sheets from the most recent scan job and those that have not been completely imported are listed here. (See Figure 65.)
   - ◆ After selecting a header sheet entry, all associated test sheets will be listed just below **Display.**
   - ◆ Errors and warnings will be color-coded according to severity (as previously discussed).

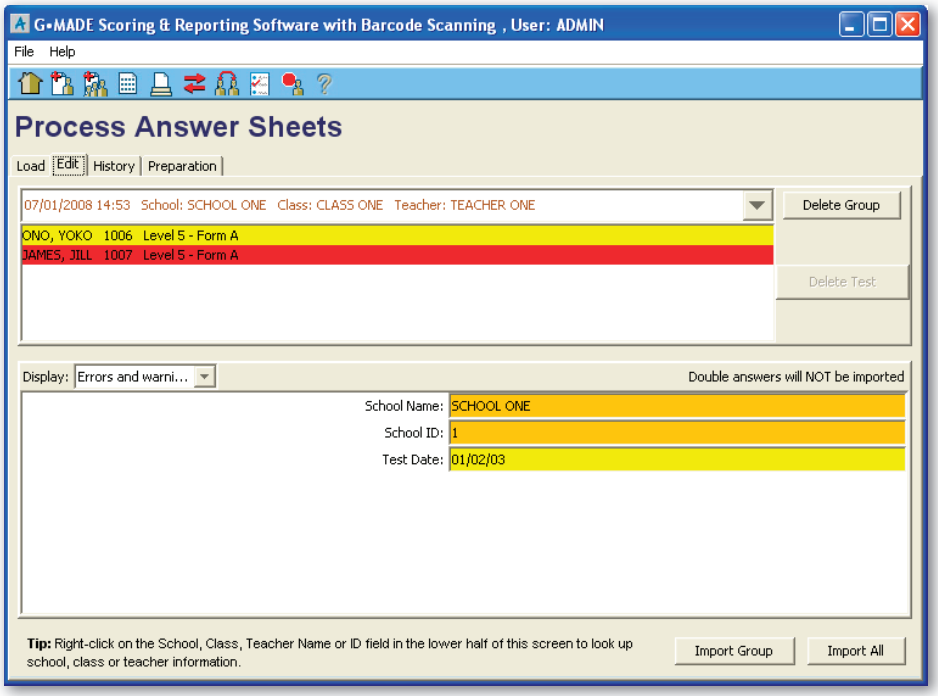

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load Edit History Preparation
07/01/2008 14:53 School: SCHOOL ONE Class: CLASS ONE Teacher: TEACHER ONE
Delete Group
ONO, YOKO 1006 Level 5 - Form A
JAMES, JILL 1007 Level 5 - Form A
Delete Test
Display: Errors and warni...
Double answers will NOT be imported
School Name: SCHOOL ONE
School ID: 1
Test Date: 01/02/03
Tip: Right-click on the School, Class, Teacher Name or ID field in the lower half of this screen to look up school, class or teacher information.
Import Group
Import All

Figure 65. Scan Answer Sheets screen, Edit tab showing errors and warnings

- ◆ A header sheet can be deleted by clicking the **Delete Group** button on the right. (See Figure 66.)
- ◆ If you delete a header sheet, all associated test sheets will also be deleted.

Note: A header sheet will be marked only if there is an error/warning on it. Every header sheet *must* be checked for errors/warnings in associated booklets/test sheets.

3. Edit header sheet.

Note: You can select individual records from an imported scan group to edit. To do so, follow the instructions given at the bottom of Figure 67 and Figure 68.

- ◆ To select group records, search by school, class, or teacher.
- ◆ To select individual student records, search by student.

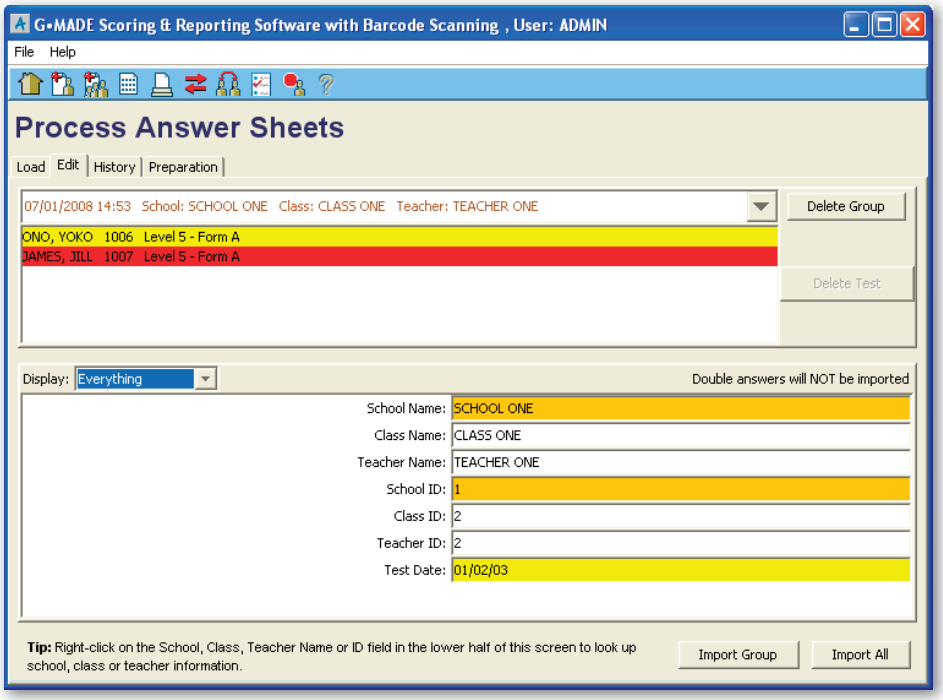

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load Edit History Preparation
07/01/2008 14:53 School: SCHOOL ONE Class: CLASS ONE Teacher: TEACHER ONE
Delete Group
ONO, YOKO 1006 Level 5 - Form A
JAMES, JILL 1007 Level 5 - Form A
Delete Test
Display: Everything
Double answers will NOT be imported
School Name: SCHOOL ONE
Class Name: CLASS ONE
Teacher Name: TEACHER ONE
School ID: 1
Class ID: 2
Teacher ID: 2
Test Date: 01/02/03
Tip: Right-click on the School, Class, Teacher Name or ID field in the lower half of this screen to look up school, class or teacher information.
Import Group
Import All

Figure 66. Scan Answer Sheets screen, Edit tab showing all scanned data

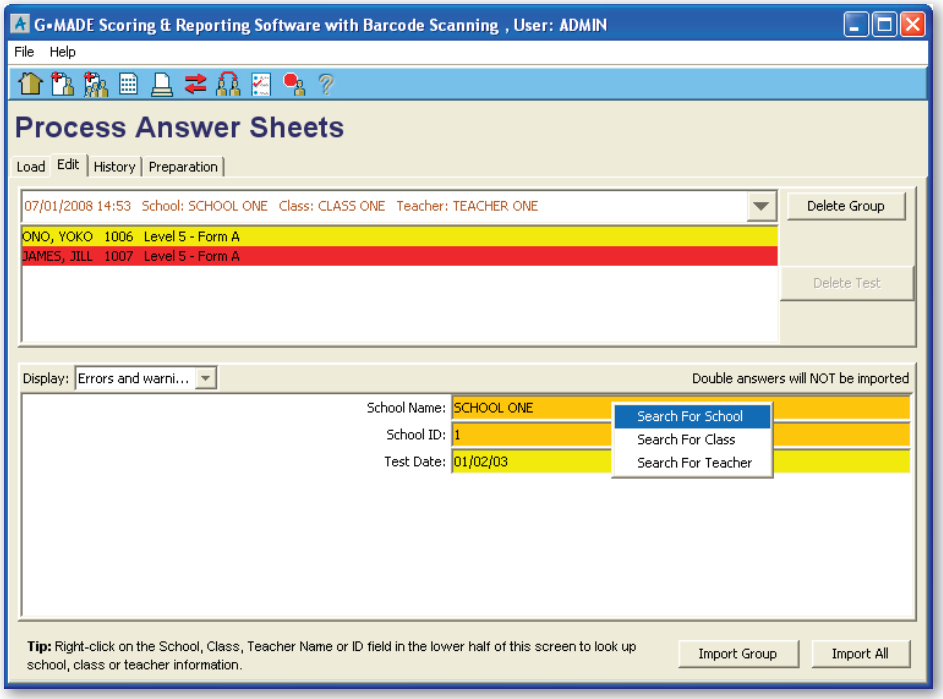

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load Edit History Preparation
07/01/2008 14:53 School: SCHOOL ONE Class: CLASS ONE Teacher: TEACHER ONE
Delete Group
ONO, YOKO 1006 Level 5 - Form A
JAMES, JILL 1007 Level 5 - Form A
Delete Test
Display: Errors and warni...
Double answers will NOT be imported
School Name: SCHOOL ONE
School ID: 1
Test Date: 01/02/03
Search For School
Search For Class
Search For Teacher
Tip: Right-click on the School, Class, Teacher Name or ID field in the lower half of this screen to look up school, class or teacher information.
Import Group
Import All

Figure 67. Scan Answer Sheets screen, Edit tab, group record search

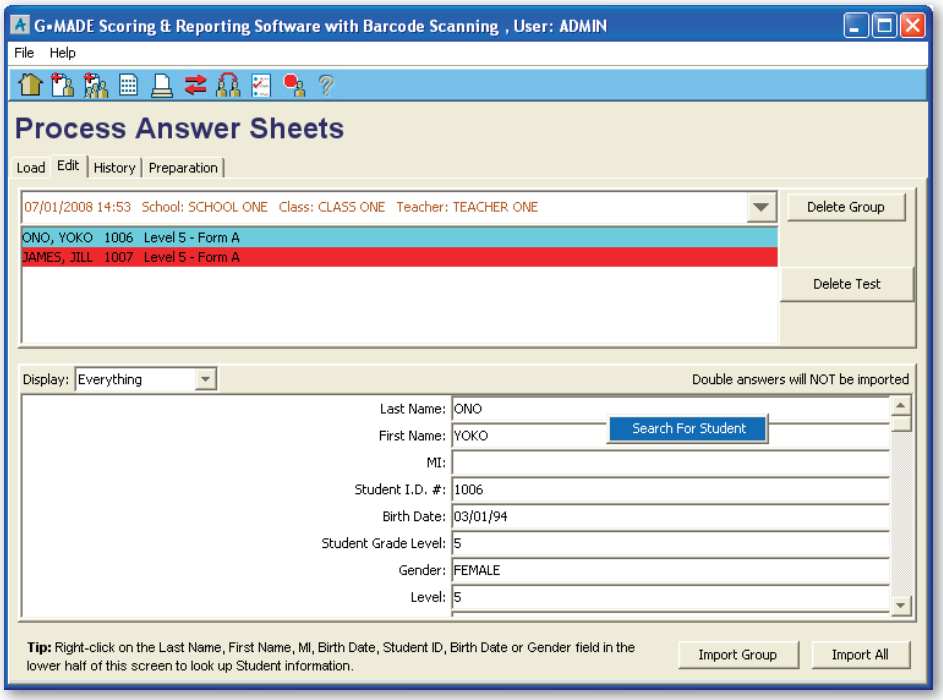

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load Edit History Preparation
07/01/2008 14:53 School: SCHOOL ONE Class: CLASS ONE Teacher: TEACHER ONE
Delete Group
ONO, YOKO 1006 Level 5 - Form A
JAMES, JILL 1007 Level 5 - Form A
Delete Test
Display: Everything
Double answers will NOT be imported
Last Name: ONO
First Name: YOKO
Search For Student
MI:
Student I.D. #: 1006
Birth Date: 03/01/94
Student Grade Level: 5
Gender: FEMALE
Level: 5
Tip: Right-click on the Last Name, First Name, MI, Birth Date, Student ID, Birth Date or Gender field in the lower half of this screen to look up Student information.
Import Group
Import All

Figure 68. Scan Answer Sheets screen, Edit tab, individual student record search

- Clicking the **Select Scan Group ID** pull-down menu will list all header sheets with test sheets that have not been imported.
- Header sheets with errors or warnings will appear in red, orange, or yellow, depending on the severity of error. Click the desired field at the bottom of the screen to edit information.

Note: If the **Test Date** is changed, you will be notified that the **Test Date** and **Norms Used** for all other scanned test records in that group will also change. (See Figure 69.)

- Click **Yes** to change the **Test Date.**
- Click **No** to cancel the change

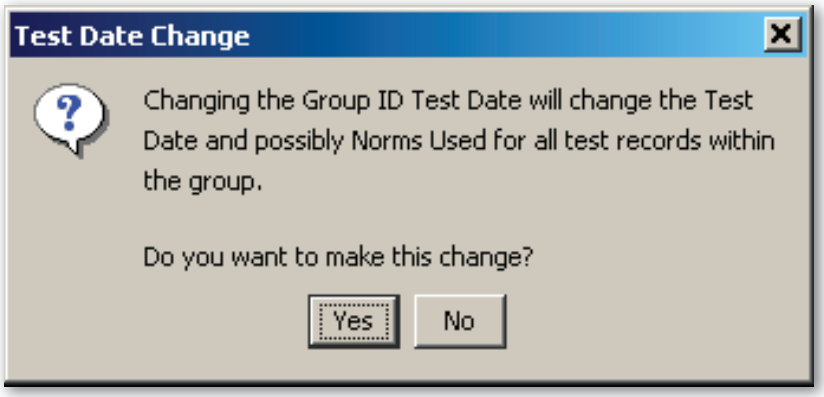

Test Date Change
Changing the Group ID Test Date will change the Test Date and possibly Norms Used for all test records within the group.
Do you want to make this change?
Yes
No

Figure 69. Test Date Change prompt

Note: If any test sheets associated with the selected header sheet have already been imported, no information for the header sheet can be edited.

4. Click the booklet/test sheet to display errors. Booklets/test sheets listed under header sheets will also appear in red, orange, or yellow if they contain an error or warning. (See Figure 70.)

   - Clicking a booklet/test sheet will populate the area under **Display** with information from the selected test sheets.
   - All errors/warnings will appear in the designated color (as just described).
   - Test sheets can be deleted by clicking a booklet name and then clicking **Delete Test.** (See Figure 71.)

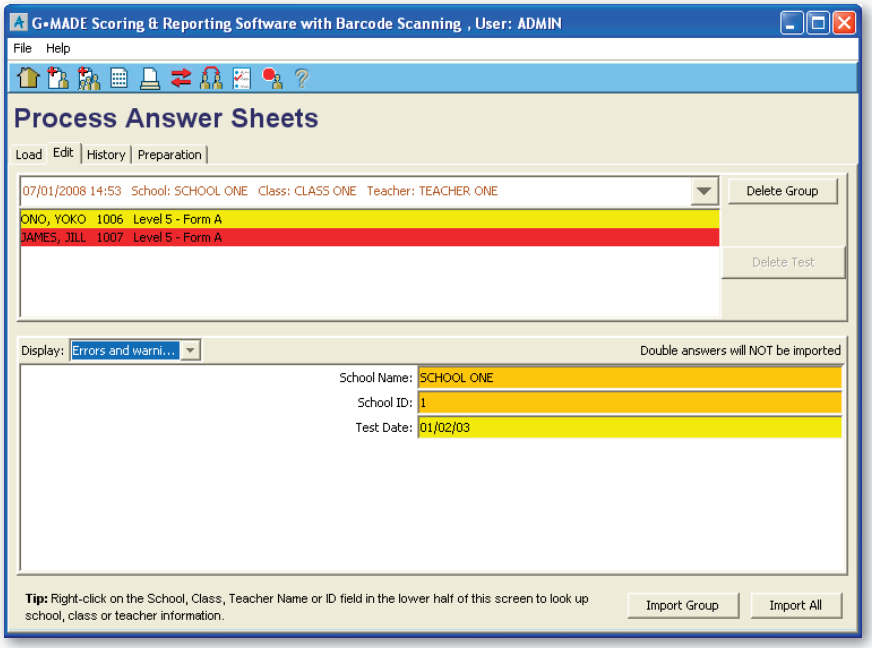

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load Edit History Preparation
07/01/2008 14:53 School: SCHOOL ONE Class: CLASS ONE Teacher: TEACHER ONE
Delete Group
ONO, YOKO 1006 Level 5 - Form A
JAMES, JILL 1007 Level 5 - Form A
Delete Test
Display: Errors and warni...
Double answers will NOT be imported
School Name: SCHOOL ONE
School ID: 1
Test Date: 01/02/03
Tip: Right-click on the School, Class, Teacher Name or ID field in the lower half of this screen to look up school, class or teacher information.
Import Group
Import All

Figure 70. Scan Answer Sheets screen, Edit tab displaying header sheet errors

5. Click the field to edit. (See Figure 71.)

   - Item responses that are double-marked may be listed as an error, depending on the setting specified by the Administrator.
   - The current setting is listed above the test sheet list.

Note: An "X" will automatically appear in any item response field that does not have a response value.

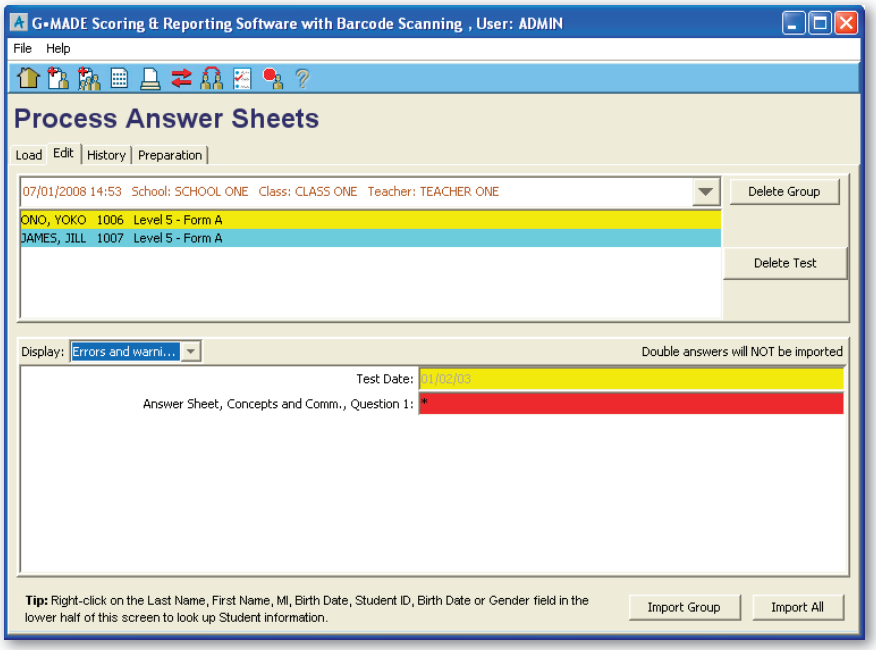

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load Edit History Preparation
07/01/2008 14:53 School: SCHOOL ONE Class: CLASS ONE Teacher: TEACHER ONE
Delete Group
ONO, YOKO 1006 Level 5 - Form A
JAMES, JILL 1007 Level 5 - Form A
Delete Test
Display: Errors and warni...
Double answers will NOT be imported
Test Date:
Answer Sheet, Concepts and Comm., Question 1:
Tip: Right-click on the Last Name, First Name, MI, Birth Date, Student ID, Birth Date or Gender field in the lower half of this screen to look up Student information.
Import Group
Import All

Figure 71. Scan Answer Sheets screen, Edit tab displaying student errors

6. Click the **Import** button to import scanned data. All test sheets and associated header sheets with no errors or severe warnings will be imported into the database. Test sheets with errors will not be imported but will still be listed under the associated header sheet.

   - Once a test sheet has been imported, any information on the associated header sheet can no longer be edited.
   - The **Test Date** and **Norms Used** come from the header sheet and cannot be edited on individual test sheets.
   - If a header sheet still has errors, all associated test sheets will not be imported.

As you are importing, you will be notified of the following for each test group and associated header sheet:

- **Scan Date, School, Class,** and **Teacher**
- Number of test sheets imported successfully
- Number of test sheets that have errors and were not imported
- Any duplicate records that were skipped

When importing is completed, you will be informed of the total number of test sheets imported successfully, the number of test sheets with errors, and any duplicate records that were skipped.

Note: You will be notified if you are entering

- a student ID number that already exists in the database,
- a new student record whose demographic data matches an existing student record but has a different ID number, or
- an existing student record (using age-based norms) for which the selected test level is not within range.

In these instances, you can avoid duplicating data by

- importing the student record using the existing student in the database,
- skipping the test record,
- stopping the process to edit the student record before importing, or
- creating a new student record using the new ID number (if the student demographic information matches that of an existing student record).

Viewing History

All imported test sheets and associated header sheets are listed in **History** for 30 days from the latest scan job. (See Figure 72.) Header sheets are listed under **Scan Groups**. Clicking a header sheet will list all imported test sheets under **Test Records**.

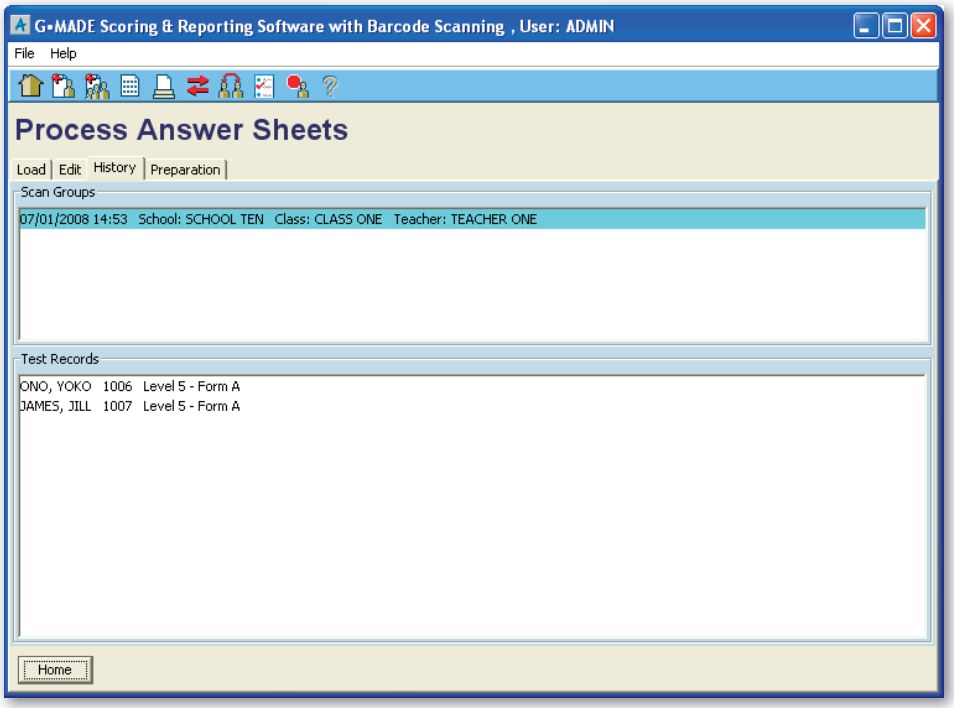

G•MADE Scoring & Reporting Software with Barcode Scanning , User: ADMIN
File Help
Process Answer Sheets
Load Edit History Preparation
Scan Groups
07/01/2008 14:53 School: SCHOOL TEN Class: CLASS ONE Teacher: TEACHER ONE
Test Records
ONO, YOKO 1006 Level 5 - Form A
JAMES, JILL 1007 Level 5 - Form A
Home

Figure 72. Scan Answer Sheets screen, History tab

Reporting

The G•MADE software allows you to create and generate a variety of reports. Only the individual reports are available when generating reports for a single student. Group reports are available when a teacher or class is chosen. All other reporting options/filters are unavailable until a student, teacher, or test site has been selected.

Creating and Generating Reports

To create and generate a report, do the following:

1. Click the **Run Reports** button on the G•MADE **Home** screen, or the **Reporting** icon at the top of the screen, to display the **Reporting** screen. (See Figure 73.)

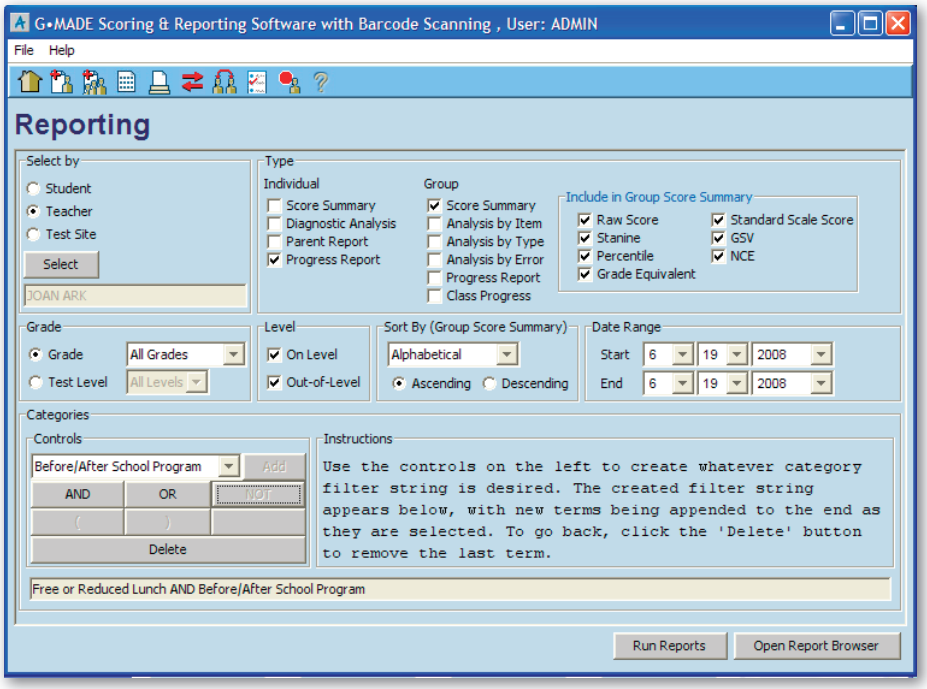


Figure 73. Reporting screen

2. Select **Student, Teacher,** or **Test Site.**

   - Select the **Student** radio button (if it isn't already selected) in the Select by section, and click **Select** to open the **Select Student** window. (See Figure 74.) Select a student by either double-clicking the name or clicking the name once and then clicking **Select**.
   - Users can search for students by **Last Name, First Name, MI** (Middle Initial), **Student ID, Birth Date,** or **Sex.**
   - The entire student list can be sorted according to **Last Name, First Name, MI** (Middle Initial), **Student ID, Birth Date,** or

Sex by clicking the applicable column heading or using the **Quick Find** and **Search By** functions.

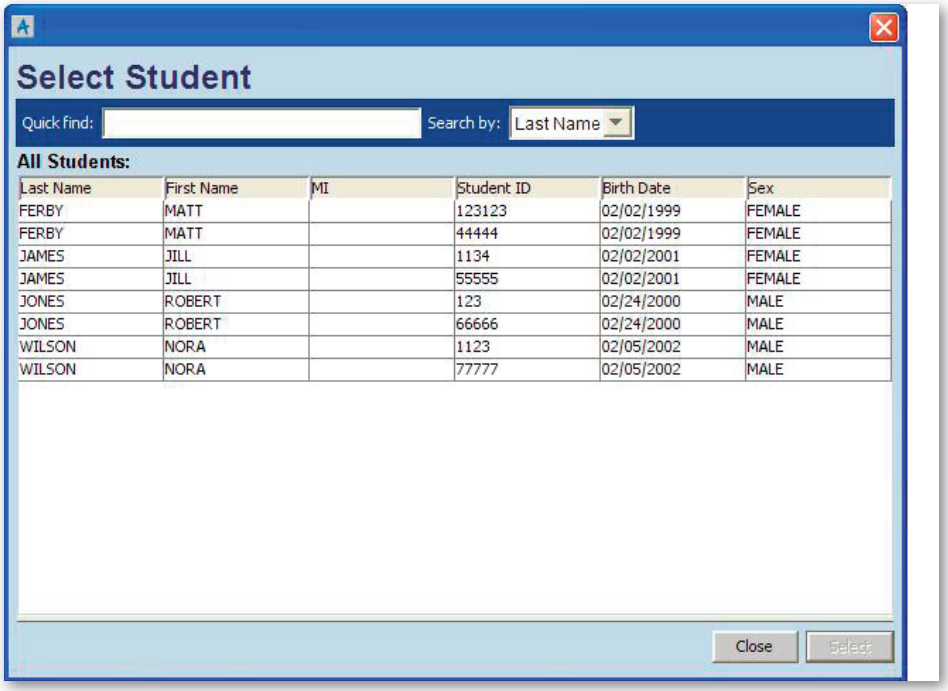

Select Student
Quick find:
Search by: Last Name
All Students:
Last Name | First Name | MI | Student ID | Birth Date | Sex
FERBY | MATT | | 123123 | 02/02/1999 | FEMALE
FERBY | MATT | | 44444 | 02/02/1999 | FEMALE
JAMES | JILL | | 1134 | 02/02/2001 | FEMALE
JAMES | JILL | | 55555 | 02/02/2001 | FEMALE
JONES | ROBERT | | 123 | 02/24/2000 | MALE
JONES | ROBERT | | 66666 | 02/24/2000 | MALE
WILSON | NORA | | 1123 | 02/05/2002 | MALE
WILSON | NORA | | 77777 | 02/05/2002 | MALE
Close
Select

Figure 74. Select Student window

- Selecting the teacher radio button in the Select by section (see Figure 73) will allow you to select a teacher from the **Select Teacher** window. (See Figure 75.) Select a teacher by either double-clicking the name or clicking the name once and then clicking **Select.**
  - The entire teacher list can be sorted by name or ID number by clicking the applicable column heading or by using the **Quick Find** and **Search By** features.
  - Active teacher records will appear in black, and Inactive teacher records will appear in light gray.
  - Both types of teacher records can be selected for reporting.

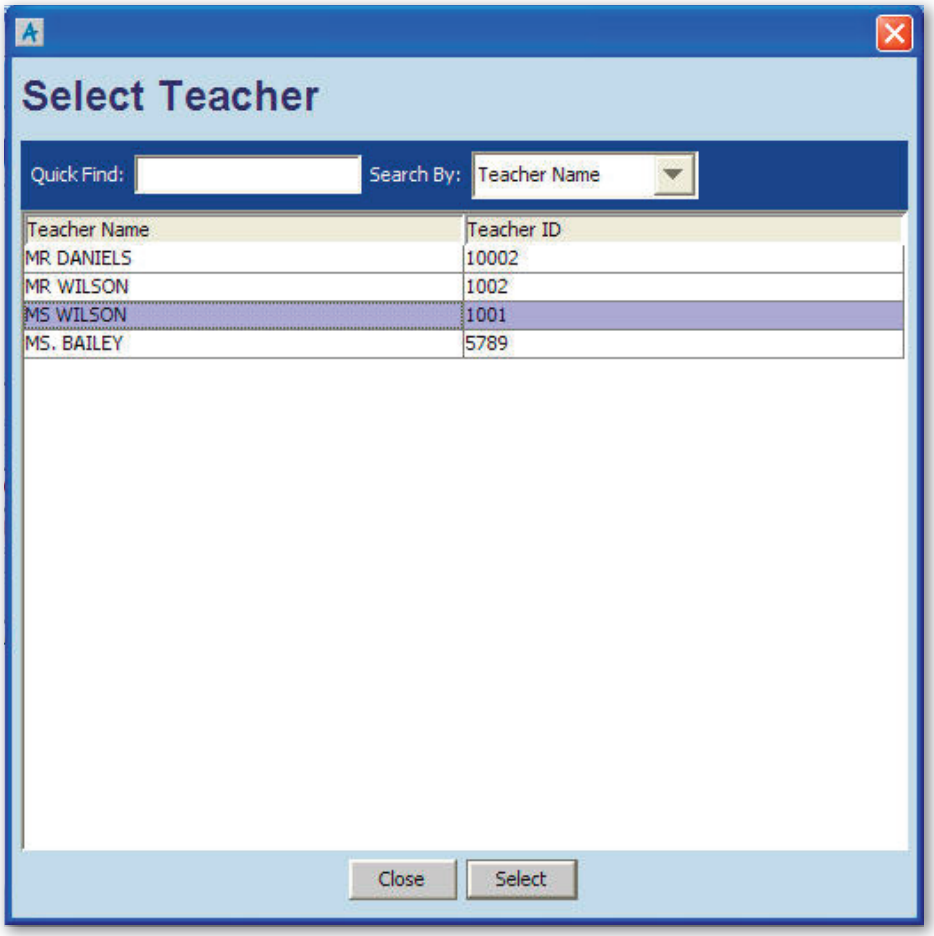


Figure 75. Select Teacher window

- Selecting the test site radio button in the Select by section will allow you to run reports on all sublevels (e.g., **Classes**). Buttons at the top of the **Select Test Site** window (see Figure 76) represent each of the available test site levels (**District, Subdistrict, School, Class**) that were created in **Administration Setup.**
  - To move down the test site hierarchy, double-click a test site name.
  - A level must be selected before an associated sublevel can be selected (e.g., **School** must be selected before **Class** can be selected).
  - To choose a test site, click the site name, and then click **Select**.

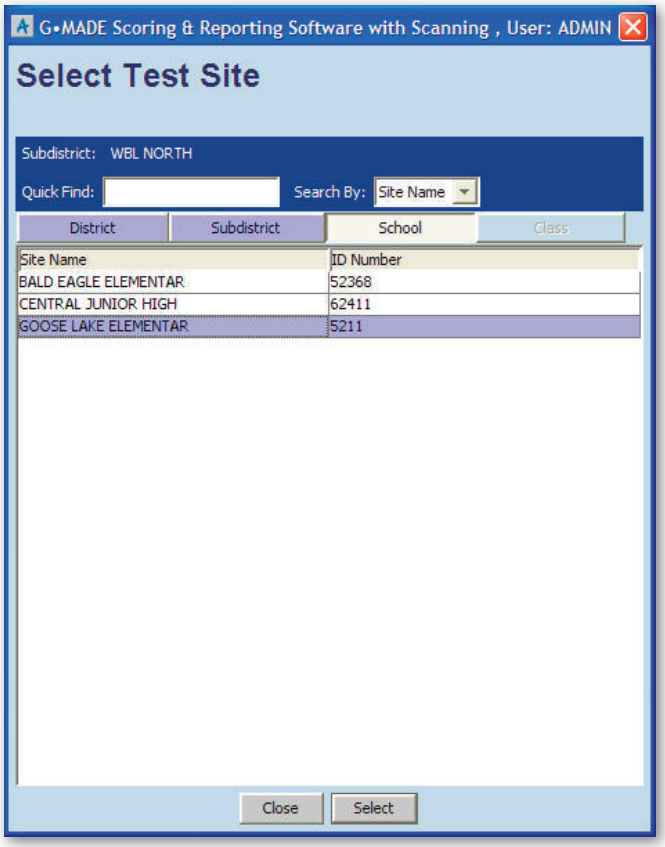


Figure 76. Select Test Site window

3. Select a report type to generate from the **Reporting** screen. (See Figure 73.) Various report types will be available, depending on whether a report is being generated for a student, teacher, or test site:

   - **Individual Score Summary** is available when **Student, Teacher, Class,** or **All Sublevels** is selected.
   - **Individual Diagnostic Analysis is** available when **Student, Teacher, Class,** or **All Sublevels** is selected.
   - **Individual Parent Report is** available when **Student, Teacher, Class,** or **All Sublevels** is selected.

   Note: The Individual Parent Report is available in English, Spanish, and Portuguese versions. The **Parent Report Language Options** window will appear when you select this reporting option (see Figure 77).

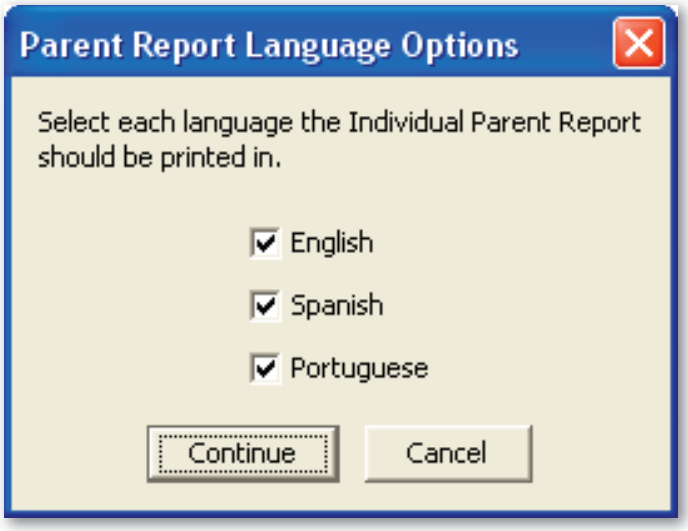


Figure 77. Parent Report Language Options window

- **Individual Progress Report** is available when **Student, Teacher, Class,** or **All Sublevels** is selected. (The **Level** cannot be selected.)
- **Group Score Summary** is available when **Class** is the **Test Site** or when **Teacher** is selected.
- **Group Analysis by Item** is available when **Class** is the **Test Site** or when **Teacher** is selected.
- **Group Analysis by Type** is available when **Class** is the **Test Site** or when **Teacher** is selected.
- **Group Analysis by Error** is available when **Class** is the **Test Site** or when **Teacher** is selected.
- **Group Progress Report** is available when **Test Site** or **Teacher** is selected. (The **Level** cannot be selected.)
- Group **Class Progress Report** is available when **Test Site** or **Teacher** is selected.

Note: Report options differ depending on the record type:

- Only individual reports will be enabled when you are reporting on students.
- All report types will be enabled when you are reporting on teachers or single classes.
- When Group Score Summary is selected, you will be able to select which derived scores are included on the report. You can select sorting based on a score or alphabetically in ascending or descending order.

- Only the **Group Progress Report** will be enabled when you are reporting on a **School** or a higher-level test site. However, if **Include Sublevels** is checked, all reports will be enabled, and the applicable report types will be generated for all sublevels of the selected test site.

An example of each report is presented in Appendix B of this user's manual.

4. Select Student Grade or Test Level. Reports can be narrowed down further to only those tests administered at a certain grade or test level. The default will be All Grades or All Levels, depending on the choice of grade or level.
5. Click the On Level and/or Out-of-Level checkboxes to indicate whether the report will include On Level, Out-of-Level, or All tests.
6. Select the Sort By value (only available with the Group Score Summary Report) and the order type—ascending or descending.
7. Enter Date Range for test dates. Reports generated will be based on test dates within the specified date range. The format for starting and ending test dates is month, day, and year. If a date is not selected, the program will default to the current month, day, and year.
8. Use the Category query builder (For details on how to use this feature refer to Building a Category query section of this manual.) to further define what records you want included in the report.
9. Click Run Reports at the bottom of the screen. A Report Viewer will appear for reports on individual students. Group Reports or a combination of Individual and Group Report selections will be saved in the Report Browser.

For the Individual Diagnostic Analysis report you will have the option of saving the file in .pdf, .rtf, or .csv format. You can open the CSV file using Microsoft Excel to import the report data and manipulate it. Group Diagnostic Reports by teacher or test site will be stored as PDF and CSV files in time-stamped directories. Each report type will have an icon to visually indicate PDF or CSV. All other reports will be stored as PDF only. Students not appearing in reports will be listed in a text file in a class directory.

Browsing Existing Reports

You can view existing reports by clicking the **Open Report Browser** button at the bottom of the **Reporting** screen. This will display a list of time-stamped reports that have been previously generated. (See Figure 78.) You can view a report saved in PDF format by double-clicking on the report name or icon. To view a report saved in CSV format, select the report from the Report Viewer and click the Open button or just double-click on the report name. Microsoft Excel will launch, and the data will display on the active worksheet. You can also use the Copy to button to save a copy of the file to a different location on your computer or network.

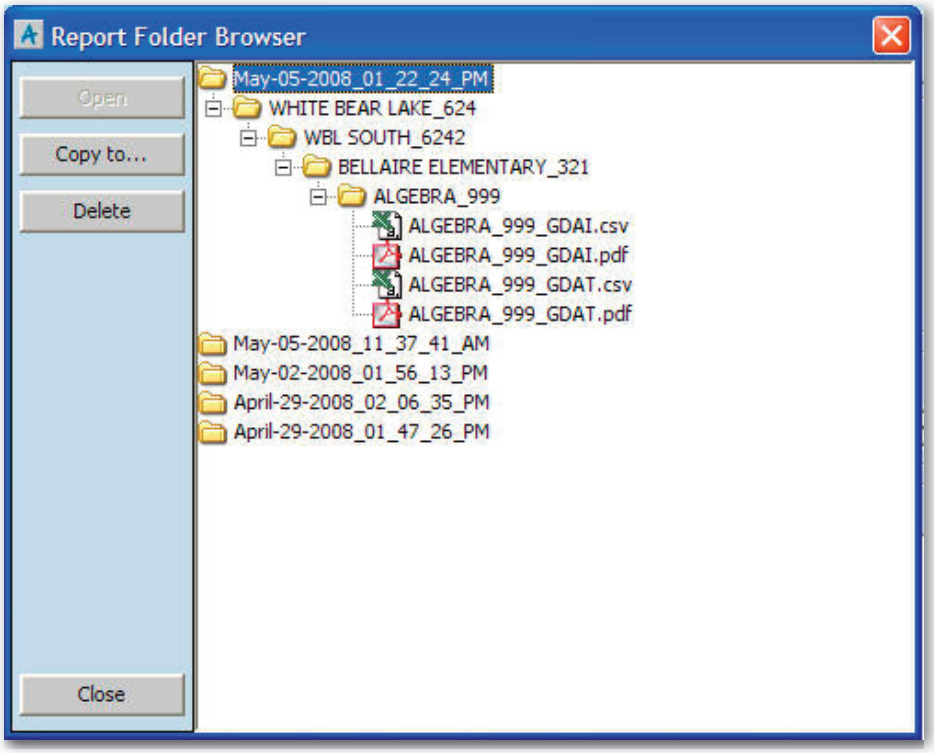


Figure 78. Report Folder Browser window

Building a Category Query

You can use the Categories section of the screen to include or exclude test records from a report.

1. Select a value from the Control dropdown menu.
2. Click the **AND** or the **OR** button.
3. Click the **Add** button.

The **AND** and **OR** buttons help you to include multiple conditions. Use AND if you are looking for test records that have both categories. Use OR if a test record has one or the other category. If you want to remove a category, click the **Delete** button. The Delete function removes the last category added. (See Figure 79.)

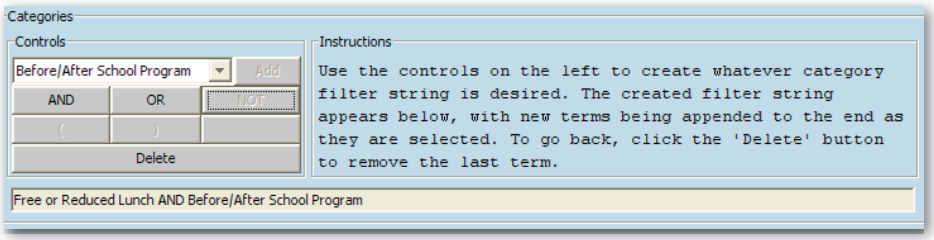

Categories
Controls
Before/After School Program
Add
AND
OR
NOT
(
)
Delete
Instructions
Use the controls on the left to create whatever category filter string is desired. The created filter string appears below, with new terms being appended to the end as they are selected. To go back, click the 'Delete' button to remove the last term.
Free or Reduced Lunch AND Before/After School Program

Figure 79. Query Builder window

Importing and Exporting Data

The G•MADE software provides several options for importing and exporting G•MADE data. The **Import or Export Data** screen allows you to do the following:

- Import student and teacher data
- Export a data file for use in a spreadsheet

To access the **Import or Export Data** screen, click the **Import or Export Data** icon at the top of the screen, or click the **Import or Export Data** button on the **Home** screen.

Importing Data

To import student or teacher data from the **Import or Export Data** screen, follow these steps:

1. Choose whether to import student data or teacher data by using the pull-down menu in the **Import Students and Teachers** section at the top of the **Import or Export Data** screen. (See Figure 80.)

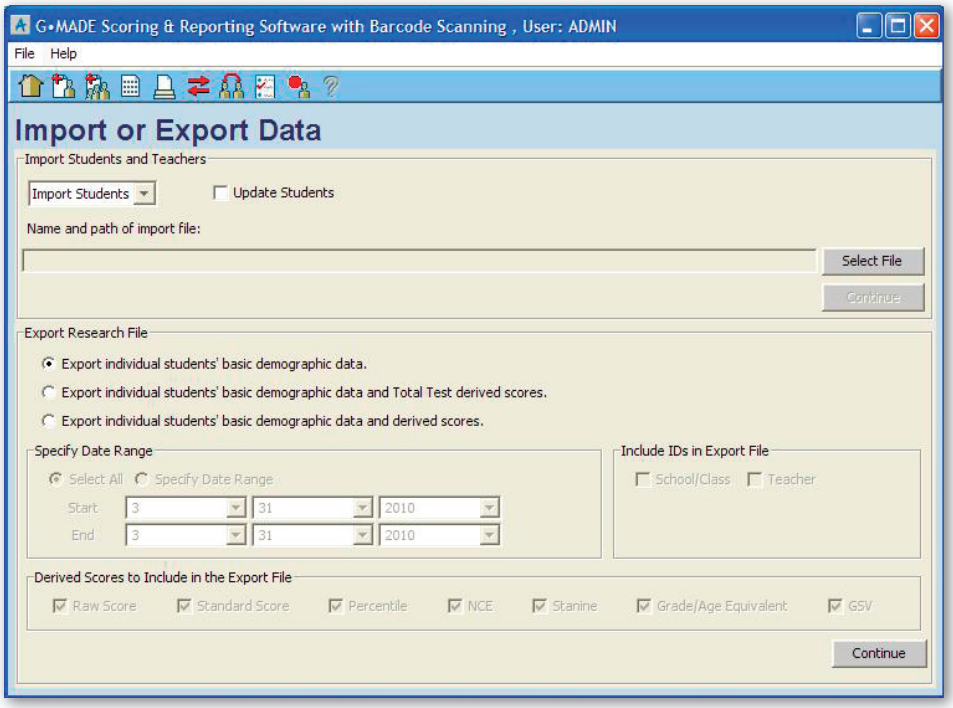


Figure 80. Import or Export Data screen

2. To replace existing student IDs, click the checkbox next to Update Students.
3. Click **Select File** to go to the **Open** window. (See Figure 81.)

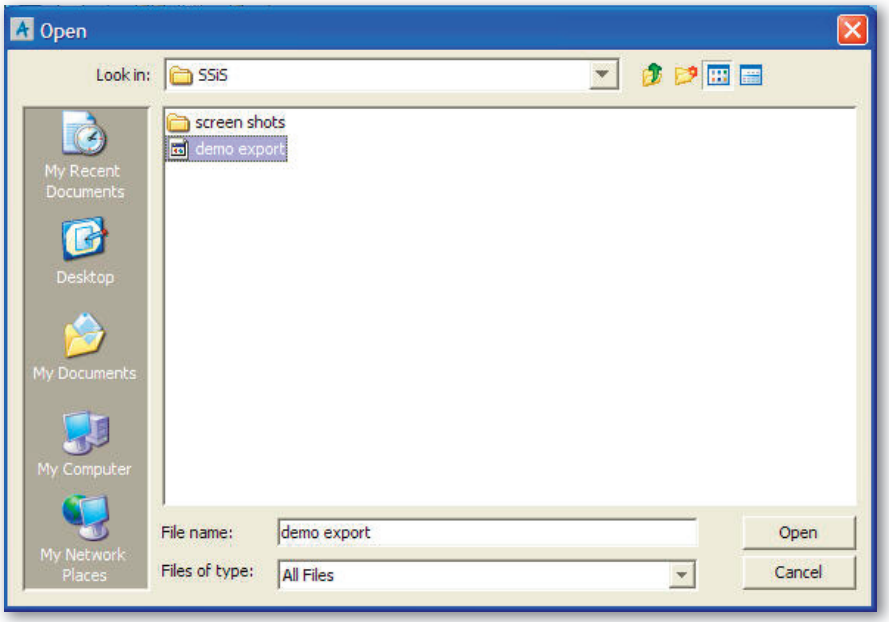


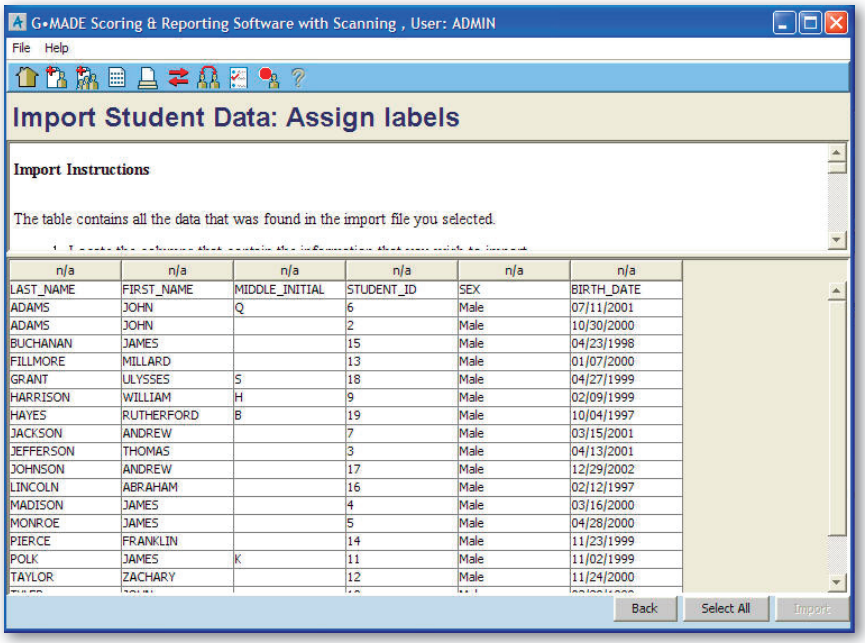
Figure 81. Open window for file selection

4. To import a file into the G•MADE database, double-click the file. Or, click the file name once, and then click the **Open** button. The file name will appear in the **Import or Export Data** screen.

   Note: If you have selected **Update Duplicate Student IDs**, all imported students with matching names and birthdates, in the GMADE database, will have their Student IDs replaced with Student IDs from the imported file.

   If **Update Duplicate Student IDs** is not selected, imported data will be checked for duplicate names and ID numbers from the GMADE database. Duplicates from the imported file will be identified once importing is completed.

5. Click **Continue** to proceed to the **Import Student Data: Assign Labels** screen, and follow the instructions for assigning labels to imported data. (See Figure 82.)


G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Import Student Data: Assign labels
Import Instructions
The table contains all the data that was found in the import file you selected.
Back
Select All
Import

n/a	n/a	n/a	n/a	n/a	n/a
LAST_NAME	FIRST_NAME	MIDDLE_INITIAL	STUDENT_ID	SEX	BIRTH_DATE
ADAMS	JOHN	Q	6	Male	07/11/2001
ADAMS	JOHN		2	Male	10/30/2000
BUCHANAN	JAMES		15	Male	04/23/1998
FILLMORE	MILLARD		13	Male	01/07/2000
GRANT	ULYSSES	S	18	Male	04/27/1999
HARRISON	WILLIAM	H	9	Male	02/09/1999
HAYES	RUTHERFORD	B	19	Male	10/04/1997
JACKSON	ANDREW		7	Male	03/15/2001
JEFFERSON	THOMAS		3	Male	04/13/2001
JOHNSON	ANDREW		17	Male	12/29/2002
LINCOLN	ABRAHAM		16	Male	02/12/1997
MADISON	JAMES		4	Male	03/16/2000
MONROE	JAMES		5	Male	04/28/2000
PIERCE	FRANKLIN		14	Male	11/23/1999
POLK	JAMES	K	11	Male	11/02/1999
TAYLOR	ZACHARY		12	Male	11/24/2000

Figure 82. Import Student Data: Assign Labels screen

6. Click the data row(s) that you want to import from the file. Then click the **Import** button at the bottom of the screen. If you want to import all data, click the **Select All** button.

   - A student's ID number, first and last name, sex, and birth date are required to import an individual student data set.
   - A teacher's name (first, last, or middle initial) and ID number are required to import an individual teacher data set.

   Note: Imported data will be checked for duplicate names and ID numbers in the G•MADE database. Duplicates from the imported file will be identified once importing is completed.

7. Click the **Back** button to return to the **Import or Export Data** screen.

Exporting Data

To export student data from the **Import or Export Data** screen, complete these steps:

1. From the **Export Research File** section of the **Import or Export Data** screen (see Figure 80), indicate the type of data you want to export:

   - Export individual students' basic demographic data (default).
   - Export individual students' basic demographic data and selected Total Test derived scores. Check the box(es) of the type(s) of Total Test derived scores to include in the export file.

- ◆ Export individual students' basic demographic data and derived scores. Check the box(es) of the type(s) of Total Test and subtest derived scores to include in the export file.

With the second and third export option you have the choice of including School/Class and Teacher IDs in the file.

2. Indicate a date range to include in the exported data file. Include all dates by clicking the **Select All** button. Or, click the **Specify Date Range** button, and indicate the range using the pull-down menus for **Start** and **End** test dates.

3. Click **Continue** to advance to the **Location and Name of Export File** window. (See Figure 83.)

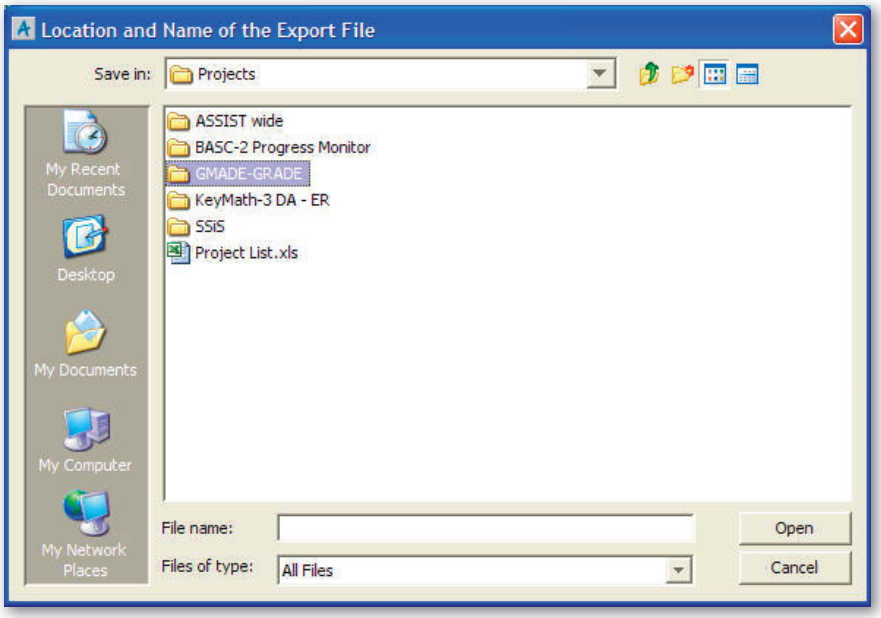


Figure 83. Location and Name of Export File window

4. Enter a file name, then click **Save,** and then click **OK** on the verification prompt.

Merging Data

To merge data from the G•MADE software, go to the **Merge Data** screen by clicking either the **Merge Data** button on the **Home** screen or the **Merge Data** icon at the top of the screen.

From the **Merge Import and Export** tab on the **Merge Data** screen (see Figure 84), select one of the following options:

- **Import Data From Another G•MADE Database.** This allows you to import into your current G•MADE database any data that were previously created in another G•MADE database.
- **Export Individual Student Data.** This allows you to export individual students and their associated tests to a file that can be imported into another G•MADE database. When imported, these tests will not be associated with any teacher or class. They will be reported on using only Individual Progress Reports.
- **Export Group Student Data.** This allows you to export groups of students and their associated tests to a file that can be imported into another G•MADE database. When imported, all tests will remain associated with the original teacher and class. If data exist in the current database, they can be modified using the **Merge Edit** tab after they have been imported.

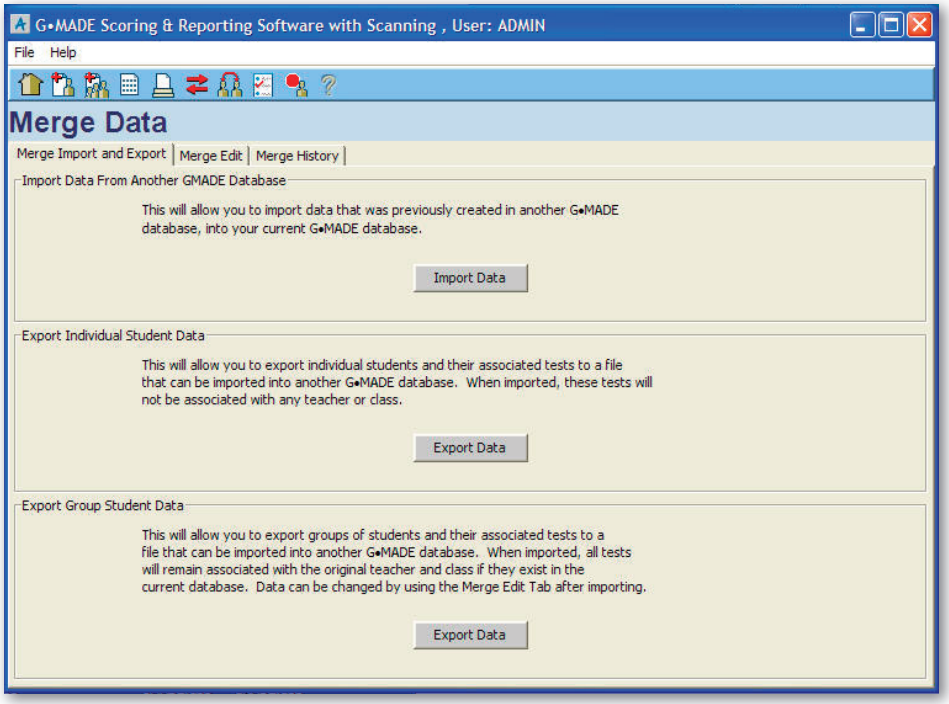

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Merge Data
Merge Import and Export
Merge Edit
Merge History
Import Data From Another GMADE Database
This will allow you to import data that was previously created in another G•MADE database, into your current G•MADE database.
Import Data
Export Individual Student Data
This will allow you to export individual students and their associated tests to a file that can be imported into another G•MADE database. When imported, these tests will not be associated with any teacher or class.
Export Data
Export Group Student Data
This will allow you to export groups of students and their associated tests to a file that can be imported into another G•MADE database. When imported, all tests will remain associated with the original teacher and class if they exist in the current database. Data can be changed by using the Merge Edit Tab after importing.
Export Data

Figure 84. Merge Data screen, Merge Import and Export tab

Exporting Individual Student Data

To export individual student data, follow these steps:

1. Click the **Export Data** button.
2. From the **Select Students to Export** screen (see Figure 85), press the **Ctrl** key on your keyboard while clicking each student whose data you wish to export. Click the **Select All** button to select all students in the database.

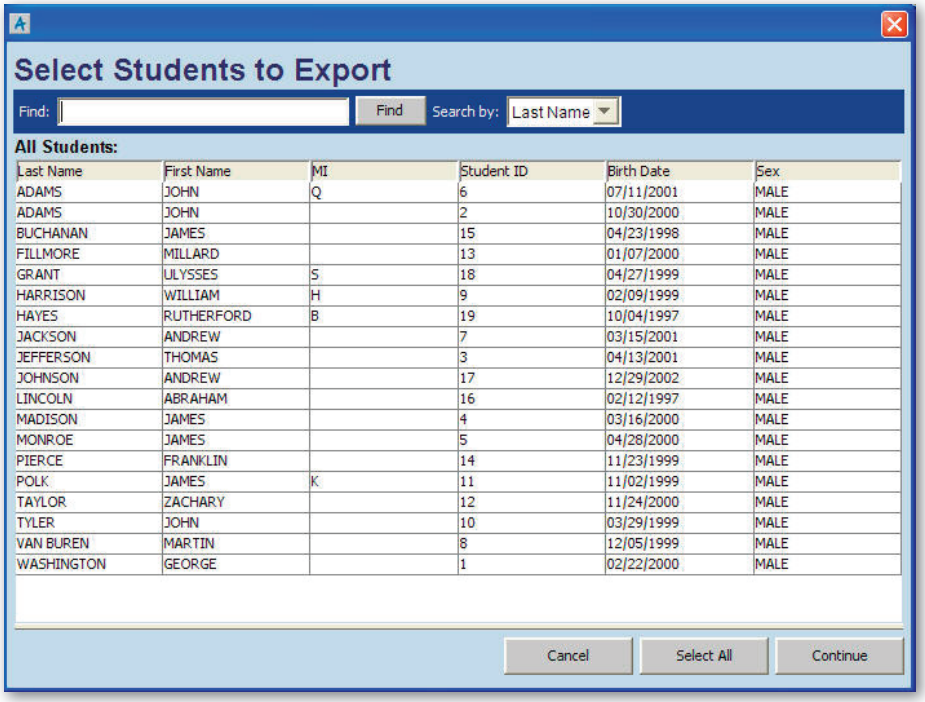

Select Students to Export
Find:
Find
Search by:
Last Name
All Students:
Last Name | First Name | MI | Student ID | Birth Date | Sex
ADAMS | JOHN | Q | 6 | 07/11/2001 | MALE
ADAMS | JOHN | | 2 | 10/30/2000 | MALE
BUCHANAN | JAMES | | 15 | 04/23/1998 | MALE
FILLMORE | MILLARD | | 13 | 01/07/2000 | MALE
GRANT | ULYSSES | S | 18 | 04/27/1999 | MALE
HARRISON | WILLIAM | H | 9 | 02/09/1999 | MALE
HAYES | RUTHERFORD | B | 19 | 10/04/1997 | MALE
JACKSON | ANDREW | | 7 | 03/15/2001 | MALE
JEFFERSON | THOMAS | | 3 | 04/13/2001 | MALE
JOHNSON | ANDREW | | 17 | 12/29/2002 | MALE
LINCOLN | ABRAHAM | | 16 | 02/12/1997 | MALE
MADISON | JAMES | | 4 | 03/16/2000 | MALE
MONROE | JAMES | | 5 | 04/28/2000 | MALE
PIERCE | FRANKLIN | | 14 | 11/23/1999 | MALE
POLK | JAMES | K | 11 | 11/02/1999 | MALE
TAYLOR | ZACHARY | | 12 | 11/24/2000 | MALE
TYLER | JOHN | | 10 | 03/29/1999 | MALE
VAN BUREN | MARTIN | | 8 | 12/05/1999 | MALE
WASHINGTON | GEORGE | | 1 | 02/22/2000 | MALE
Cancel
Select All
Continue

Figure 85. Select Students to Export screen

3. Click **Continue** to advance to the **Location and Name of Merge File** window. (See Figure 86.) Enter a file name, and then click **Save**.

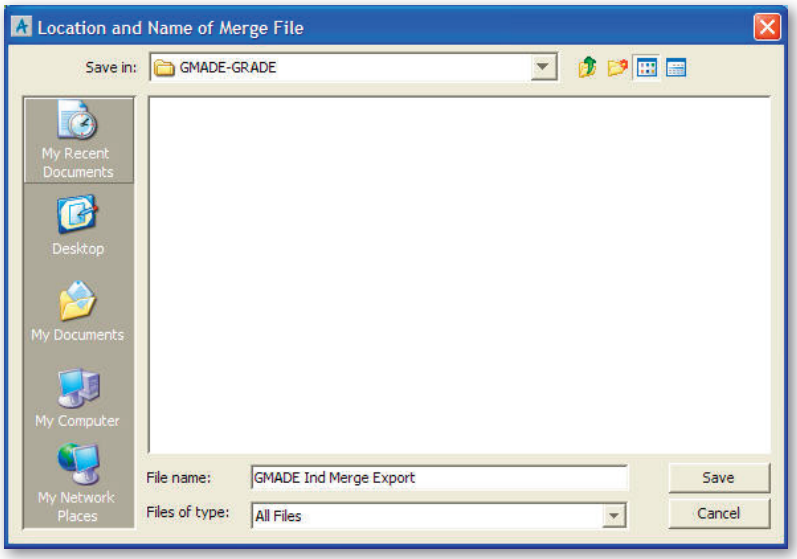


Figure 86. Location and Name of Merge File window

4. Click **OK** in the **Export Complete** dialog (see Figure 87) to return to the **Merge Data** screen.

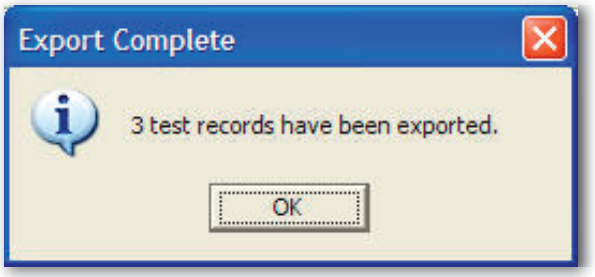


Figure 87. Export Complete dialog

Exporting Group Student Data

To export group student data, do the following:

1. Click the **Export Data** button from the **Merge Import and Export** tab of the **Merge Data** screen. (See Figure 84.)
2. From the **Select Students to Export** screen (see Figure 85), press the **Ctrl** key on your keyboard while clicking each student you want to select from the G•MADE database. Click the **Select All** button to select all students.
3. Click **Continue** to advance to the **Location and Name of Merge File** window. (See Figure 86.)
4. Enter a file name, and then click **Save.**
5. Click **OK** in the **Export Complete** dialog (see Figure 87) to return to the **Merge Data** screen.

Importing Data From Another G•MADE Database

Complete these steps to import data from another database:

1. From the **Merge Import and Export** tab of the **Merge Data** screen (see Figure 84), click the **Import Data** button to locate the file you want to import.
2. Click the file you want to import from the **Select a Merge File** window (see Figure 88), and then click **Open**.

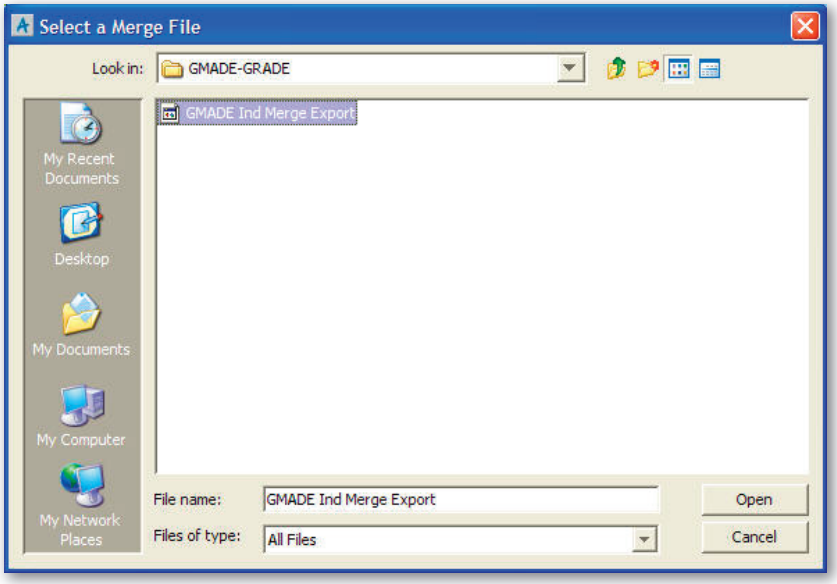


Figure 88. Select a Merge File window

3. Click **OK** in the **Import Details** dialog (see Figure 89) to return to the **Merge Data** screen.

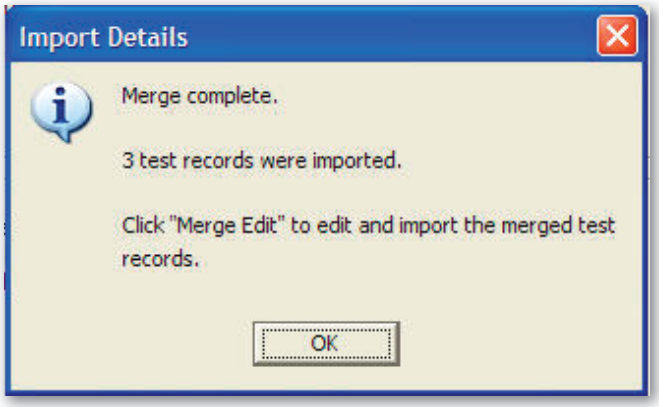

Import Details
Merge complete.
3 test records were imported.
Click "Merge Edit" to edit and import the merged test records.
OK

Figure 89. Import Details dialog

4. Click the **Merge Edit** tab on the **Merge Data** screen to display the records in the selected file. (See Figure 90.) These files and records can now be opened for correction.

To Import an Individual

1. Click the **Merge Edit** tab on the **Merge Data** screen to display the student records in the selected file. (See Figure 90.) Records with errors are color-coded and must be edited before importing.

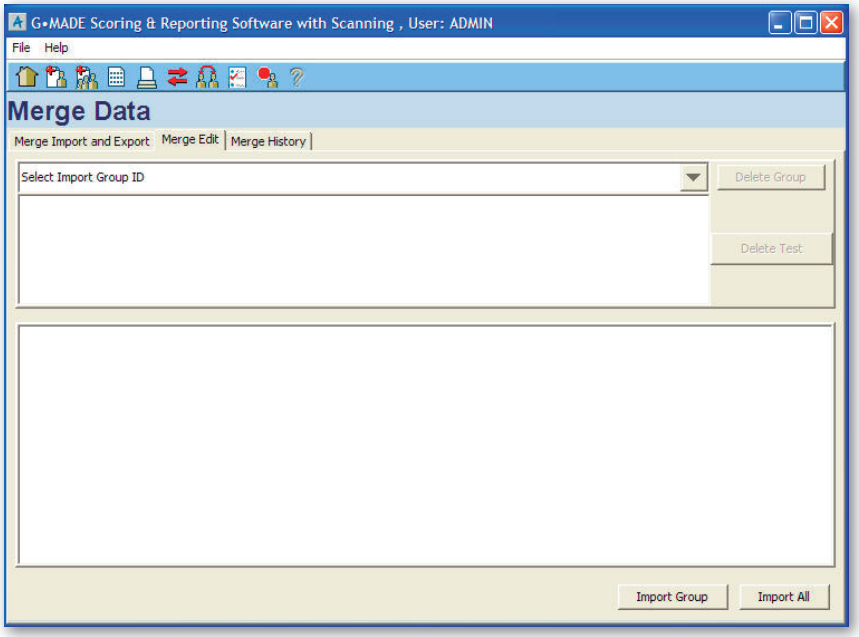


Figure 90. Merge Data screen, Merge Edit tab

2. Click the pull-down menu, and select **Individual Student Merge** to view a list of all student records in the file.

3. Click a student record to edit, and correct any errors. (See Figure 91.)

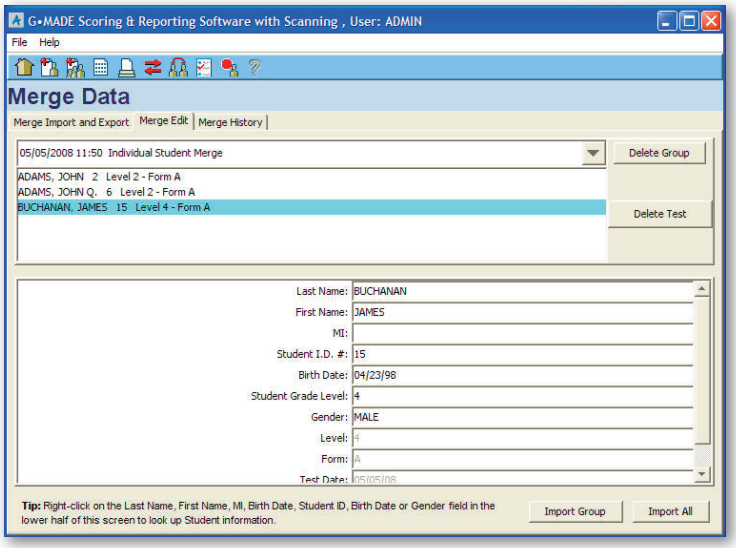

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Merge Data
Merge Import and Export
Merge Edit
Merge History
05/05/2008 11:50 Individual Student Merge
Delete Group
ADAMS, JOHN 2 Level 2 - Form A
ADAMS, JOHN Q. 6 Level 2 - Form A
BUCHANAN, JAMES 15 Level 4 - Form A
Delete Test
Last Name: BUCHANAN
First Name: JAMES
MI:
Student I.D. #: 15
Birth Date: 04/23/98
Student Grade Level: 4
Gender: MALE
Level: 4
Form: A
Test Date: 05/05/08
Tip: Right-click on the Last Name, First Name, MI, Birth Date, Student ID, Birth Date or Gender field in the lower half of this screen to look up Student information.
Import Group
Import All

Figure 91. Merge Data screen, Merge Edit tab showing individual import records

4. After correcting any errors, click the **Import** button to display the results in the **Import Report** dialog. (See Figure 92.)

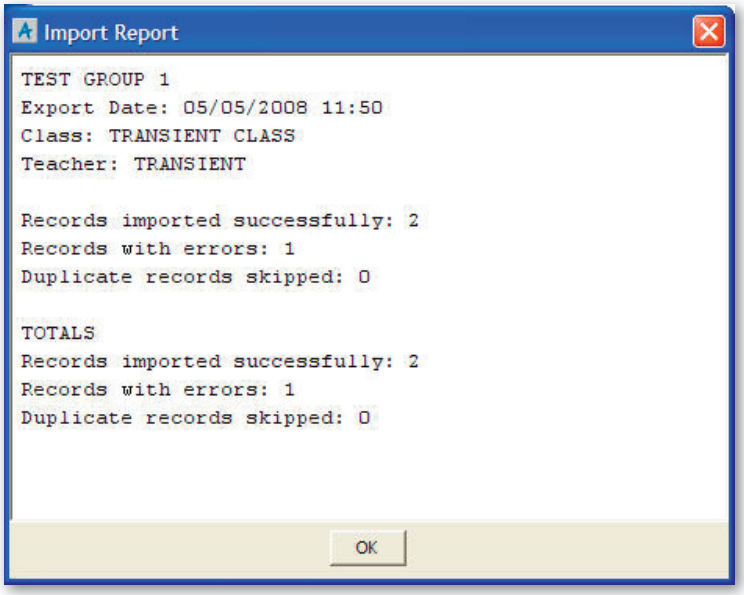


Figure 92. Import Report dialog

To Import a Group

1. Click the **Merge Edit** tab on the **Merge Data** screen to display the test records in the selected file. (See Figure 93.) Test records will be grouped by school, class, and teacher.

Note: Records with errors are color-coded and must be edited before importing.

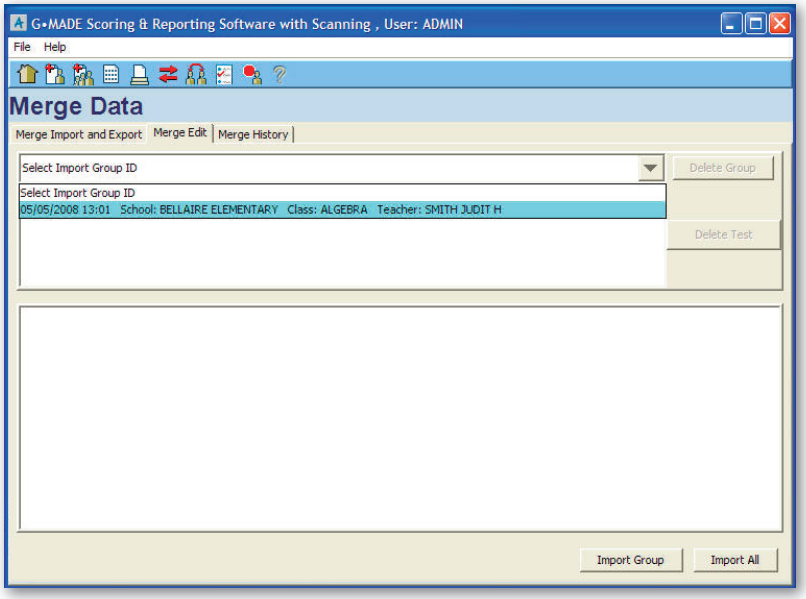


Figure 93. Merge Data screen, Merge Edit tab showing imported group test records

2. Click the pull-down menu, and select the applicable group in order to view a list of all student test records in that class. Group information is displayed at the bottom of the screen and can be edited to correct any errors. (See Figure 94.)

Note: You can select individual records from an imported group to edit. To do so, follow the instructions given at the bottom of Figure 95 and Figure 96.

- To select group records, search by school, class, or teacher.
- To select individual student records, search by student.

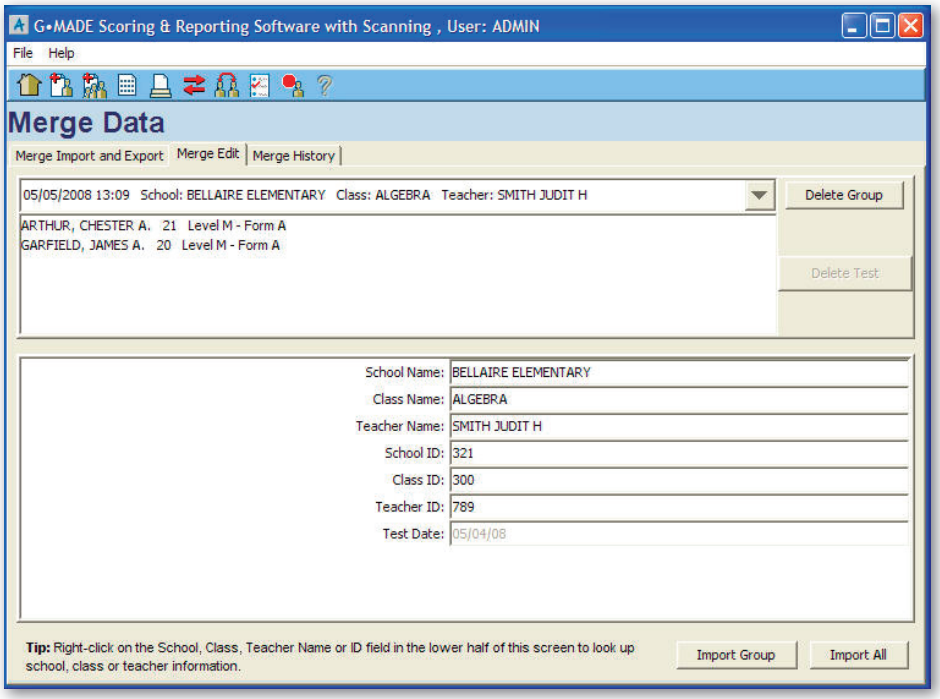

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Merge Data
Merge Import and Export
Merge Edit
Merge History
05/05/2008 13:09 School: BELLAIRE ELEMENTARY Class: ALGEBRA Teacher: SMITH JUDIT H
ARTHUR, CHESTER A. 21 Level M - Form A
GARFIELD, JAMES A. 20 Level M - Form A
Delete Group
Delete Test
School Name: BELLAIRE ELEMENTARY
Class Name: ALGEBRA
Teacher Name: SMITH JUDIT H
School ID: 321
Class ID: 300
Teacher ID: 789
Test Date: 05/04/08
Tip: Right-click on the School, Class, Teacher Name or ID field in the lower half of this screen to look up school, class or teacher information.
Import Group
Import All

Figure 94. Merge Data screen, Merge Edit tab showing imported group student records

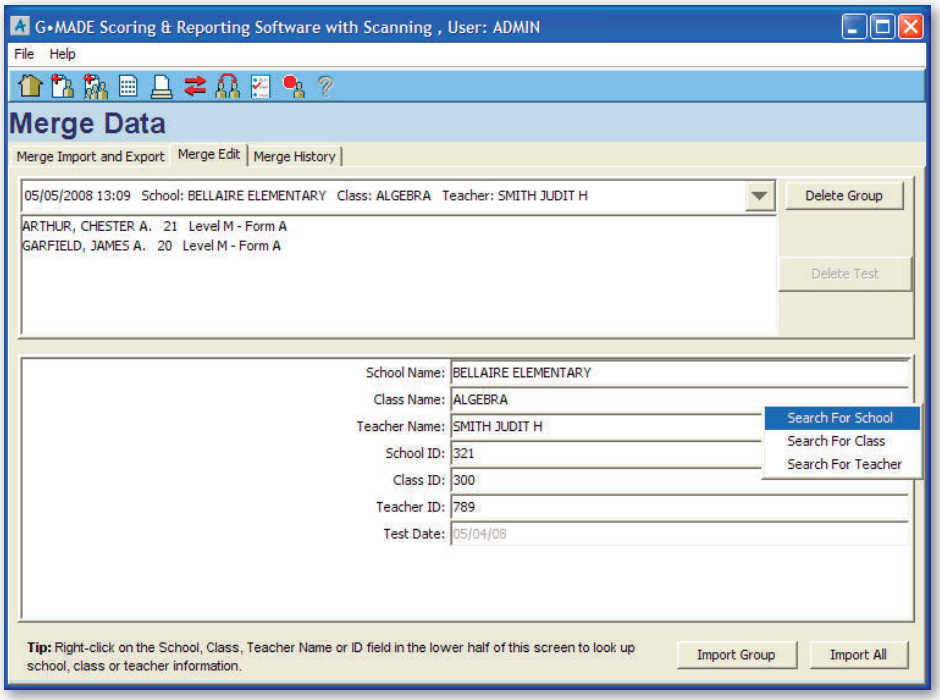

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Merge Data
Merge Import and Export
Merge Edit
Merge History
05/05/2008 13:09 School: BELLAIRE ELEMENTARY Class: ALGEBRA Teacher: SMITH JUDIT H
ARTHUR, CHESTER A. 21 Level M - Form A
GARFIELD, JAMES A. 20 Level M - Form A
Delete Group
Delete Test
School Name: BELLAIRE ELEMENTARY
Class Name: ALGEBRA
Teacher Name: SMITH JUDIT H
School ID: 321
Class ID: 300
Teacher ID: 789
Test Date: 05/04/08
Search For School
Search For Class
Search For Teacher
Tip: Right-click on the School, Class, Teacher Name or ID field in the lower half of this screen to look up school, class or teacher information.
Import Group
Import All

Figure 95. Merge Data screen, Merge Edit tab, group record search

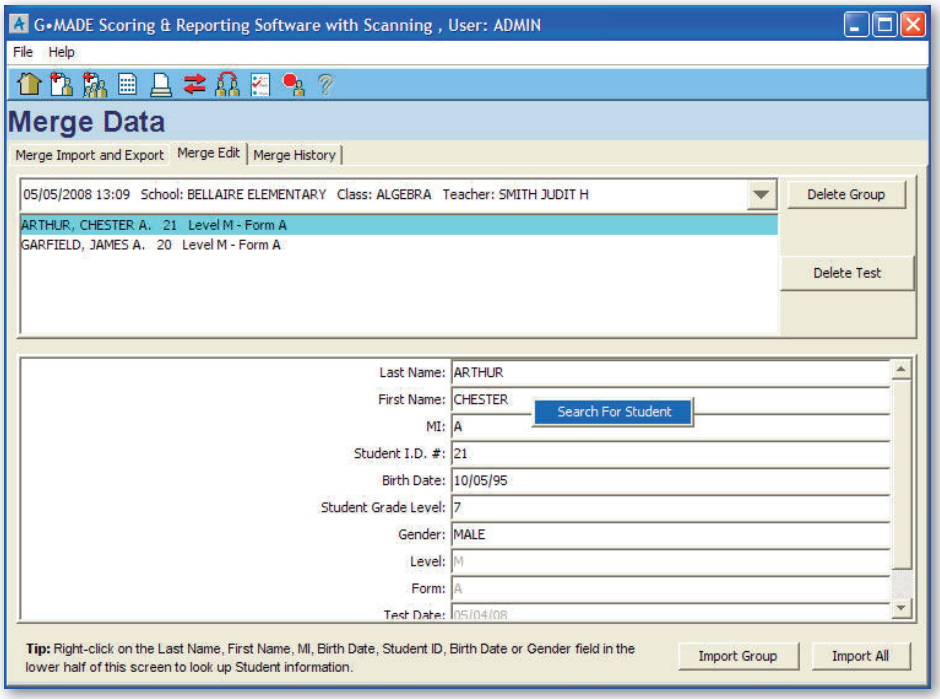

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Merge Data
Merge Import and Export
Merge Edit
Merge History
05/05/2008 13:09 School: BELLAIRE ELEMENTARY Class: ALGEBRA Teacher: SMITH JUDIT H
Delete Group
ARTHUR, CHESTER A. 21 Level M - Form A
GARFIELD, JAMES A. 20 Level M - Form A
Delete Test
Last Name: ARTHUR
First Name: CHESTER
Search For Student
MI: A
Student I.D. #: 21
Birth Date: 10/05/95
Student Grade Level: 7
Gender: MALE
Level: M
Form: A
Test Date: 05/04/08
Tip: Right-click on the Last Name, First Name, MI, Birth Date, Student ID, Birth Date or Gender field in the lower half of this screen to look up Student information.
Import Group
Import All

Figure 96. Merge Data screen, Merge Edit tab, individual student record search

3. Click a student test record to edit, and correct any errors. (See Figure 97.)

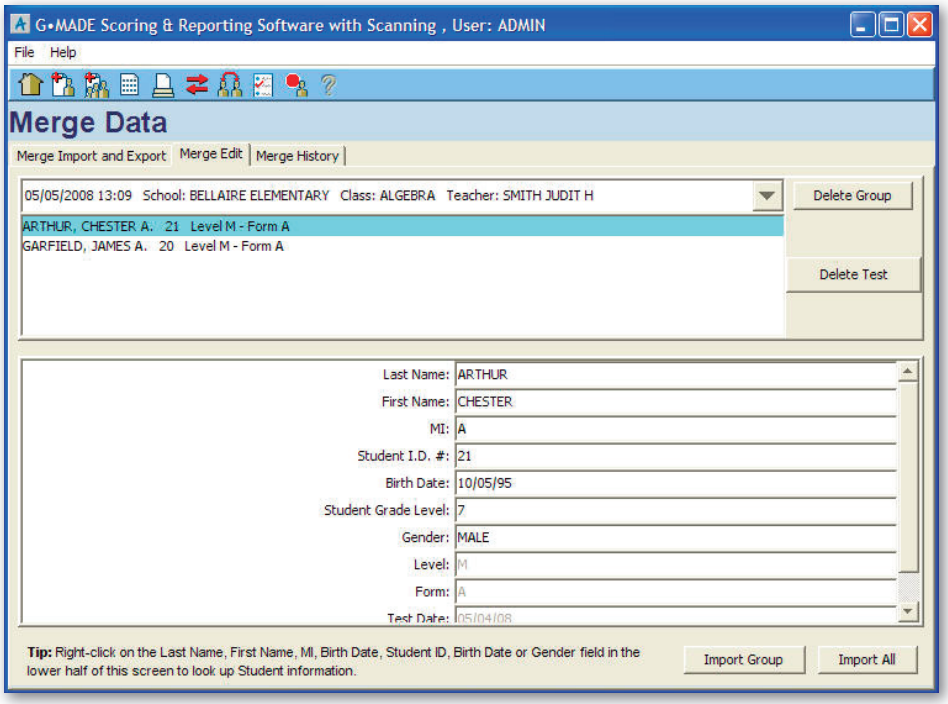

G•MADE Scoring & Reporting Software with Scanning , User: ADMIN
File Help
Merge Data
Merge Import and Export
Merge Edit
Merge History
05/05/2008 13:09 School: BELLAIRE ELEMENTARY Class: ALGEBRA Teacher: SMITH JUDIT H
ARTHUR, CHESTER A. 21 Level M - Form A
GARFIELD, JAMES A. 20 Level M - Form A
Delete Group
Delete Test
Last Name: ARTHUR
First Name: CHESTER
MI: A
Student I.D. #: 21
Birth Date: 10/05/95
Student Grade Level: 7
Gender: MALE
Level: M
Form: A
Test Date: 05/04/08
Tip: Right-click on the Last Name, First Name, MI, Birth Date, Student ID, Birth Date or Gender field in the lower half of this screen to look up Student information.
Import Group
Import All

Figure 97. Merge Data screen, Merge Edit tab showing student record selected from imported student group records

4. After correcting any errors, click the **Import** button to display the results in the **Import Report** dialog. (See Figure 92.)

5. Click the "X" in the upper right-hand corner to exit the **Import Report** dialog and return to the **Merge Data** screen. The screen will be clear of any records except those still containing errors.

   - Click the **Merge History** tab on the **Merge Data** screen to review the **Merge Data** history.
   - Click a merge data import group to review individual student records in that group.
   - Click the **Home** button at the bottom of the screen to return to the G•MADE **Home** screen.

Reference

Williams, K. T. (2004). *Group Mathematics Assessment and Diagnostic Evaluation* (G•MADE). Circle Pines, MN: AGS Publishing.

Technical Support

Technical support is available for the G•MADE software:

Customer Service

800-328-5999 Main
888-556-2103 Fax
765-483-6741 Direct Dial Customer
EACustomerService@pearson.com

Technical Support

800-927-7470 Main
480-457-7399 Fax
EATechnicalSupport@pearson.com

Appendix A: Export File Variables

Fields	Levels	Options
Student ID	ALL	DEMO, TOT TEST, ALL
Last Name	ALL	DEMO, TOT TEST, ALL
First Name	ALL	DEMO, TOT TEST, ALL
Middle Initial	ALL	DEMO, TOT TEST, ALL
Birth Date	ALL	DEMO, TOT TEST, ALL
Test Date	ALL	DEMO, TOT TEST, ALL
Class	ALL	DEMO, TOT TEST, ALL
Teacher	ALL	DEMO, TOT TEST, ALL
Grade	ALL	DEMO, TOT TEST, ALL
Level	ALL	DEMO, TOT TEST, ALL
Form	ALL	DEMO, TOT TEST, ALL
Norms	ALL	DEMO, TOT TEST, ALL
Concepts and Communication Raw Score	ALL	ALL, RAW
Concepts and Communication Standard Score	ALL	ALL, STANDARD SCORE
Concepts and Communication Percentile	ALL	ALL, PERCENTILE
Concepts and Communication NCE	ALL	ALL, NCE
Concepts and Communication Stanine	ALL	ALL, STANINE
Operations and Computation Raw Score	1, 2, 3, 4, 5, 6, M, H	ALL, RAW
Operations and Computation Standard Score	1, 2, 3, 4, 5, 6, M, H	ALL, STANDARD SCORE
Operations and Computation Percentile	1, 2, 3, 4, 5, 6, M, H	ALL, PERCENTILE
Operations and Computation NCE	1, 2, 3, 4, 5, 6, M, H	ALL, NCE
Operations and Computation Stanine	1, 2, 3, 4, 5, 6, M, H	ALL, STANINE

Appendix A *continued:* Export File Variables

Fields	Levels	Options
Process and Applications Raw Score	ALL	ALL, RAW
Process and Applications Standard Score	ALL	ALL, STANDARD SCORE
Process and Applications Percentile	ALL	ALL, PERCENTILE
Process and Applications NCE	ALL	ALL, NCE
Process and Applications Stanine	ALL	ALL, STANINE
Total Test Raw Score	ALL	ALL, TOT TEST, RAW
Total Test Standard Score	ALL	ALL, TOT TEST, STANDARD SCORE
Total Test Percentile	ALL	ALL, TOT TEST, PERCENTILE
Total Test NCE	ALL	ALL, TOT TEST, NCE
Total Test Stanine	ALL	ALL, TOT TEST, STANINE
Total Test Grade Equivalent	ALL	ALL, TOT TEST, GRADE EQUIVALENT
Total Test GSV	ALL	ALL, TOT TEST, GSV

DEMO – Demographics only
ALL – Demographics and all scores
TOT TEST – Demographics and Total Test scores only

Appendix B: G•MADE Software Sample Reports

Sample Individual Diagnostic Analysis Report 101
Sample Individual Score Summary Report 102
Sample Individual Progress Report 103
Sample Individual Parent Report 104
Sample Group Score Summary Report 105
Sample Group Diagnostic Analysis by Item Report, page 1 106
Sample Group Diagnostic Analysis by Item Report, page 2 107
Sample Group Diagnostic Analysis by Item Report, page 3 108
Sample Group Diagnostic Analysis by Type Report, page 1 109
Sample Group Diagnostic Analysis by Type Report, page 2 110
Sample Group Diagnostic Analysis by Type Report, page 3 111
Sample Group Diagnostic Analysis by Error Report 112
Sample Group Mathematics Progress Report 113
Sample Group Score Summary Report: District 114

Sample Individual Diagnostic Analysis Report

Individual Diagnostic Analysis - BEAR, XAVIER
District: EVELETH

G•MADE

Group Mathematics Assessment and Diagnostic Evaluation — **On-Level** **Fall Norms** **Level 1, Form A**

Subtest	RS	Total	SS	%ile	NCE	Stanine	GE	Descriptor	GSV
Concepts and Communication	22		97	42	46	5		Average	
Operations and Computation	16		109	73	63	6		Average	
Process and Applications	12		79	8	21	2		Weakness	
TOTAL TEST		50	93	32	40	4	.8	Average	470

Birth Date: 10/29/2000
Test Date: 01/10/2008
Grade: 1
Teacher/Examiner: JOHNSON
Class/Group: JOHNSON
School: LINCOLN

Diagnostic Analysis Summary

	NC	NP	%
Concepts and Communication			
Geometry	1	1	100%
Sequence	5	7	71%
Money	1	1	100%
Quantity	5	6	83%
Comparison	3	3	100%
Numeration	5	8	63%
Measurement	1	1	100%
Time	1	1	100%
Operations and Computation	NC	NP	%
Addition	11	12	92%
Subtraction	5	12	42%
Process and Applications	NC	NP	%
Algebra	0	1	0%
Geometry	1	1	100%
Measurement	1	2	50%
Money	0	4	0%
Numeration	3	6	50%
Quantity	3	5	60%
Sequence	2	4	50%
Statistics	2	3	67%
Time	0	2	0%
One-Step	12	27	44%
Multiple-Step	0	1	0%

NC = Number Correct **NP = Number Possible**

Operations and Computation Error Type Analysis

Correct Answer	Incorrect Answer	Fact Error	Operation Error	Regrouping Error	Sign Error	Decimal Error	Renaming Error	Smaller from Larger Error	Arbitrary Error	Not Answered
16	8	2	5	0	0	0	0	0	1	0

Because some items involve more than one error, the total number of errors may not equal the total number of incorrect responses.

RECOMMENDATIONS

XAVIER's **Total Test** Stanine score of 4 indicates average overall performance in mathematics at this level.

Analysis shows that he did poorly in one of the subtests.

The following comments refer to specific skill areas that have at least five items.
In the **Operations and Computation** subtest, he answered half or fewer of the questions correct in the area of Subtraction.
In the **Process and Applications** subtest, he answered half or fewer of the questions correct in the area of Numeration.

To improve his skills, provide additional instruction and practice at these levels of the **Building Math Success** workbooks:
Concepts and Communication, Basic
Operations and Computation, Basic
Process and Applications, Basic

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Sample Individual Score Summary Report

G•MADE

Individual Score Summary - BEAR, XAVIER
District: EVELETH

Group Mathematics Assessment and Diagnostic Evaluation — **On-Level Fall Norms Level 1, Form A**

Subtest	RS	Total	SS	%ile	NCE	Stanine	GE	Descriptor	GSV
Concepts and Communication	22		97	42	46	5		Average	
Operations and Computation	16		109	73	63	6		Average	
Process and Applications	12		79	8	21	2		Weakness	
TOTAL TEST		680	93	32	40	4	.8	Average	470

Birth Date: 10/29/2000
Test Date: 01/10/2008
Grade: 1
Teacher/Examiner: JOHNSON
Class/Group: JOHNSON
School: LINCOLN

Diagnostic Analysis Summary

Concepts and Communication	NC	NP	%
Geometry	1	1	100%
Sequence	5	7	71%
Money	1	1	100%
Quantity	5	6	83%
Comparison	3	3	100%
Numeration	5	8	63%
Measurement	1	1	100%
Time	1	1	100%

Operations and Computation	NC	NP	%
Addition	11	12	92%
Subtraction	5	12	42%

Process and Applications	NC	NP	%
Algebra	0	1	0%
Geometry	1	1	100%
Measurement	1	2	50%
Money	0	4	0%
Numeration	3	6	50%
Quantity	3	5	60%
Sequence	2	4	50%
Statistics	2	3	67%
Time	0	2	0%
One-Step	12	27	44%
Multiple-Step	0	1	0%

NC = Number Correct NP = Number Possible

Description of Results

A Stanine score converts the total number correct to a single-digit number between 1 and 9, which makes test performance easier to understand and shows how the student's performance compares with the average student performance. If the Stanine score is 1, 2, or 3, the test performance is considered below average or reflects a weak performance on the skills in the subtests. If the Stanine score is 4, 5, or 6, the test performance is considered average. If the Stanine score is 7, 8, or 9, the test performance is considered above average and reflects strong performance. Looking at Stanine scores helps readily identify mathematic strengths and/or needs.

The **Concepts and Communication** score indicates a student's performance in the five areas of NCTM standards focusing on the language, vocabulary, and representations of mathematics. XAVIER's score of 5 indicates average performance on this subtest.

The **Operations and Computation** score indicates a student's ability to use basic operations (+,-,X,÷) with a variety of mathematical representations, as appropriate for this grade level. XAVIER's score of 6 indicates average performance on this subtest.

The **Process and Applications** score indicates a student's ability to take the language and concepts of mathematics and apply the appropriate operation (s) and computation to solve a word problem. XAVIER's score of 2 indicates below average performance on this subtest.

The **TOTAL TEST** score can be converted to multiple normative or derived scores for overall mathematics skill assessment. XAVIER's **Total Test** Stanine score of 4 indicates average overall performance in mathematics at this level.

Stanine Chart

Stanine	1 (4%)	2 (7%)	3 (12%)	4 (17%)	5 (20%)	6 (17%)	7 (12%)	8 (7%)	9 (4%)
Concepts and Communication					5				
Operations and Computation						6			
Process and Applications		2							
TOTAL TEST				4					

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Sample Individual Progress Report

Individual Progress Report - XAVIER BEAR
District: EVELETH

G•MADE **Group Mathematics Assessment and Diagnostic Evaluation** **LINCOLN**

What is the Growth Scale Value (GSV)?

The **Growth Scale Value (GSV)** is a score that tracks mathematic progress over time. Much like inches are an equal-interval scale of length, the GSV is an equal-interval scale of mathematic ability. Therefore, the GSV can be used as a yardstick for measuring mathematic progress throughout the school years. It can also be used to compare a student's mathematic ability to a reference group of all the students in a particular grade. For example, a GSV score of 500 is average for fifth-grade students in the fall; a GSV of less than 492 would reflect a lower mathematic performance and a GSV greater than 508 would reflect a higher mathematic performance for beginning fifth-graders. The GSVs for students taking Levels R-H will be plotted below and are shown on the right without an asterisk.

Student GSV(s) and the Normal Growth Curve

Administrations of the GMADE

Seq.	Date	Grade	Level	GSV	National Mean	Range
1	01/10/2008	1	1(A)	470	477	466-488
2	10/09/2007	1	1(B)	456	477	466-488
3	03/10/2008	1	1(B)	475	481	471-491

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Report Date: 07/18/2008

Individual Parent Report - BEAR, XAVIER

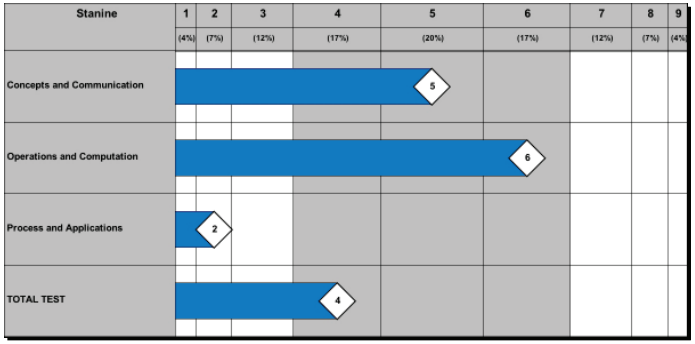
District: EVELETH

Group Mathematics Assessment and Diagnostic Evaluation — **On-Level Fall Norms Level 1, Form A**

XAVIER recently took the Group Mathematic Assessment and Diagnostic Evaluation (GMADE). The GMADE is a diagnostic tool designed to see what mathematic skills have been learned and what skills need to be taught. The information in the boxes below shows XAVIER's test results. The Stanine chart reflects XAVIER's most recent test administration and shows his performance on specific GMADE subtests or tasks. The Growth Scale Value (GSV) graph demonstrates XAVIER's mathematic progress over time. The data point or mark on this graph represents XAVIER's current mathematic performance. Please feel free to ask any questions about this report. You are an important part of XAVIER's mathematic success.

Birth Date: 10/29/2000
Test Date: 01/10/2008
Grade: 1
Teacher/Examiner: JOHNSON
Class/Group: JOHNSON
School: LINCOLN

Stanine Profile



Stanine Description

A Stanine score converts the total number correct to a single-digit number between 1 and 9, which makes test performance easier to understand and shows how the student's performance compares with the average student performance. If the Stanine score is 1, 2, or 3, the test performance is considered below average or reflects a weak performance on the skills in the subtests. If the Stanine score is 4, 5, or 6, the test performance is considered average. If the Stanine score is 7, 8, or 9, the test performance is considered above average and reflects strong performance. Looking at Stanine scores helps readily identify mathematic strengths and/or needs.

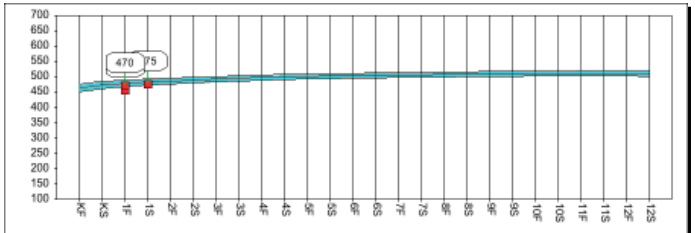
The **Concepts and Communication** score indicates a student's performance in the five areas of NCTM standards focusing on the language, vocabulary, and representations of mathematics. XAVIER's score of 5 indicates average performance on this subtest.

The **Operations and Computation** score indicates a student's ability to use basic operations (+,-,X,÷) with a variety of mathematical representations, as appropriate for this grade level. XAVIER's score of 6 indicates average performance on this subtest.

The **Process and Applications** score indicates a student's ability to take the language and concepts of mathematics and apply the appropriate operation (s) and computation to solve a word problem. XAVIER's score of 2 indicates below average performance on this subtest.

The **TOTAL TEST** score can be converted to multiple normative or derived scores for overall mathematics skill assessment. XAVIER's **Total Test** Stanine score of 4 indicates average overall performance in mathematics at this level.

Growth Scale Value (GSV)



GSV Description

The **Growth Scale Value (GSV)** is a score that tracks mathematic progress over time. Much like inches are an equal-interval scale of length, the GSV is an equal-interval scale of mathematic ability. Therefore, the GSV can be used as a yardstick by which mathematic progress can be measured throughout the school years. It can also be used to compare a student's mathematic ability to a reference group of all the students in a particular grade. For example, a GSV score of 477 is average for first-grade students in the Fall. ; a GSV of less than 466 would reflect a lower mathematic performance and a GSV greater than 488 would reflect a higher mathematic performance for first-grade students in the Fall. **On this administration of the GMADE, XAVIER obtained a GSV of 470.**

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Sample Group Score Summary Report

G·MADE **Group Mathematics Assessment and Diagnostic Evaluation** — **Group Score Summary** — **On-Level** **Fall Norms** **Level 1, Form A**

Test Dates: 01/10/2008 - 01/10/2008
District: EVELETH
School: LINCOLN
Class: JOHNSON

Student's Name	Grade	Concepts and Communication					Operations and Computation					Process and Applications					Total Test				
		RS	SS	%ile	NCE	Stanine	RS	SS	%ile	NCE	Stanine	RS	SS	%ile	NCE	Stanine	RS	SS	%ile	NCE	Stanine	GE	GSV
XAVIER BEAR	1	22	97	42	46	5	16	109	73	63	6	12	79	8	21	2	50	93	32	40	4	.8	470
IAN JOHNSON	1	13	75	5	15	2	3	76	5	16	2	11	77	6	18	2	27	72	3	11	1	<.2	456
JOHNATHAN ROMANOWSKI	1	18	87	19	32	3	10	96	39	44	5	15	85	16	29	3	43	87	19	32	3	.5	466
JESUS SANTIAGO	1	11	71	3	9	1	6	87	19	32	3	7	68	2	5	1	24	68	2	5	1	<.2	454
JOSHUA STREET	1	21	95	37	43	4	11	99	47	49	5	19	95	37	43	4	51	93	32	40	4	.9	471

Average GSV: 463

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Sample Group Diagnostic Analysis by Item Report, page 1

Group Diagnostic Analysis by Item - JOHNSON
District: EVELETH

G•MADE | **Concepts and Communication** | Test Dates: 01/10/2008 - 01/10/2008 | **On-Level Fall Norms Level 1, Form A**

Teacher/Examiner: JOHNSON | Grade: 1 | School: LINCOLN

Student Name	RS	Item Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
		Category	G	S	S	Q	S	C	Q	S	N	S	Q	S	C	N	N	M	N	Q	C	S	N	T	Q	S	N	N	Q	N
XAVIER BEAR	22		B	D	A	B	D	A	B	A	B	A	D	B	D	B	D	B	D	C	B	B	B	A	D		D	C	D	B
IAN JOHNSON	13		B	C	D	D	C	A	C	B	B	B	D	A	C	C	C	B	A	D	B	A	A	A	D	A	D	A	D	B
JOHNATHAN ROMANOWSKI	18		B	C	A	D	D	C	D	B	B	A	D	B	D	C	C	B	A	C	B	B	D	A	D	C	C	C	D	B
JESUS SANTIAGO	11		B	C	A	D	D	A	B			D	A	C	D	C	C	D	B	C	B	B	D	B		B	D	B	B	D
JOSHUA STREET	21		B		A	C	D	A	B	A	B	A	D	B	D	A		B	D	C	B	B	D	A	D	A	D	A	D	B
Total Incorrect			0	3	1	4	1	1	2	2	0	2	1	4	1	4	1	1	5	1	0	1	4	1	0	3	1	3	1	1
Total Correct			5	1	4	1	4	4	3	2	4	3	4	1	4	1	3	4	0	4	5	4	1	4	4	1	4	2	4	4
Local p-value			1.0	.25	.80	.20	.80	.80	.60	.50	1.0	.60	.80	.20	.80	.20	.75	.80	0	.80	1.0	.80	.20	.80	1.0	.25	.80	.40	.80	.80
National p-value			.97	.70	.90	.53	.81	.89	.84	.52	.94	.83	.84	.71	.95	.67	.22	.94	.30	.61	.97	.84	.40	.97	.86	.71	.66	.72	.75	.95
Difference			.03	(.45)	(.10)	(.33)	(.01)	(.09)	(.24)	(.02)	.06	(.23)	(.04)	(.51)	(.15)	(.47)	.53	(.14)	(.30)	.19	.03	(.04)	(.20)	(.17)	.14	(.46)	.14	(.32)	.05	(.15)
Correct Answer			B	D	A	C	D	A	B	A	B	A	D	A	D	A	C	B	C	C	B	B	B	A	D	C	D	C	D	B
Response A			0	0	4	0	0	4	0	2	0	3	1	1	0	1	0	0	2	0	0	1	1	4	0	2	0	2	0	0
Response B			5	0	0	1	0	0	3	2	4	1	0	3	0	1	0	4	1	0	5	4	1	1	0	1	0	1	1	4
Response C			0	3	0	1	1	1	1	0	0	0	0	1	1	3	3	0	0	4	0	0	0	0	0	1	1	2	0	0
Response D			0	1	1	3	4	0	1	0	0	1	4	0	4	0	1	1	2	1	0	0	3	0	4	0	4	0	4	1
Response E			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Key

Category

C=Comparison G=Geometry M=Measurement $=Money N=Numeration Q=Quantity S=Sequence T=Time

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Group Diagnostic Analysis by Item - JOHNSON
District: EVELETH

G•MADE

Operations and Computation — **On-Level** **Fall Norms** **Level 1, Form A**

Teacher/Examiner: JOHNSON Test Dates: 01/10/2008 - 01/10/2008 Grade: 1 School: LINCOLN

Item Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Operation		+	-	+	-	+	-	+	+	-	+	-	-	+	-	-	+	-	-	+	+	-	+	-	+
Student Name	RS																								
XAVIER BEAR	16	**C**	**A**	**B**	**A**	**B**	B	D	**B**	**A**	**B**	**D**	**A**	**C**	A	A	**D**	C	D	**C**	**D**	A	**A**	A	**C**
IAN JOHNSON	3	D	B	**B**	B	A	B	A	A	B		C	C	B		**B**	A	**B**		B	A	D		A	D
JOHNATHAN ROMANOWSKI	10	**C**	B	**B**	B	A			**B**	D	**B**	A					**D**			**C**	**D**	A	**A**	**B**	**C**
JESUS SANTIAGO	6	B	B	C	B	**B**	A	B	D	D	**B**		C	**C**	A	**B**	B	**B**		B	**D**	A			
JOSHUA STREET	11	**C**	**A**	**B**	B	**B**	**D**	A	**B**	B	**B**	**D**	D	**C**	**B**									**B**	

Total Incorrect	2	3	1	4	2	3	4	2	4	0	2	3	1	2	1	2	1	1	2	1	4	0	2	1
Total Correct	3	2	4	1	3	1	0	3	1	4	2	1	3	1	2	2	2	0	2	3	0	2	2	2
Local p-value	.60	.40	.80	.20	.60	.25	0	.60	.20	1.0	.50	.25	.75	.33	.67	.50	.67	0	.50	.75	0	1.0	.50	.67
National p-value	.57	.53	.54	.51	.58	.34	.28	.58	.51	.54	.53	.39	.28	.38	.44	.58	.46	.44	.51	.58	.51	.60	.53	.49
Difference	.03	(.13)	.26	(.31)	.02	(.09)	(.28)	.02	(.31)	.46	(.03)	(.14)	.47	(.05)	.23	(.08)	.21	(.44)	(.01)	.17	(.51)	.40	(.03)	.18

Correct Answer	C	A	B	A	B	D	C	B	A	B	D	A	C	B	B	D	B	A	C	D	B	A	B	C
Response A	0	2	0	1	2	1	2	1	1	0	1	1	0	2	1	1	0	0	0	1	3	2	2	0
Response B	1	3	4	4	3	2	1	3	2	4	0	0	1	1	2	1	2	0	2	0	0	0	2	0
Response C	3	0	1	0	0	0	0	0	0	0	1	2	3	0	0	0	1	0	2	0	0	0	0	2
Response D	1	0	0	0	0	1	1	1	2	0	2	1	0	0	0	2	0	1	0	3	1	0	0	1
Response E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Key

Operation
(+)=Addition (-)=Subtraction

Group Diagnostic Analysis by Item - JOHNSON
District: EVELETH

G•MADE **Process and Applications** **On-Level Fall Norms Level 1, Form A**

Teacher/Examiner: JOHNSON Test Dates: 01/10/2008 - 01/10/2008 Grade: 1 School: LINCOLN

Item Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Category		S	St	Q	Q	S	$	M	S	Q	T	S	N	N	St	$	T	Q	N	$	N	A	M	$	St	N	N	Q	G
Type		OS	OS	OS	OS	OS	MS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS	OS
Student Name	RS																												
XAVIER BEAR	12	**A**	C	B	**B**	C	A	A	D	**A**	C	**D**	A	**A**	**B**	C	B	A	**B**	A	C	B	**A**	A	**B**	B	**D**	**A**	**B**
IAN JOHNSON	11	**A**	C	B	C	B	C	**C**	**B**	C	**B**	B	**B**	**A**	**B**	C	B	B	C	A	C	B	C	C	**B**	**C**	**D**	B	**B**
JOHNATHAN ROMANOWSKI	15		**D**	B	**B**	**A**	**B**	A	**B**	**A**	C	**D**	**B**	D	**B**	A	A	A	**B**	B	C	A	**A**	A	**B**	B	**D**	**A**	**B**
JESUS SANTIAGO	7	D	C	**C**	A	C	A	A	C	**A**	D	**D**	A	B	C	C	**C**	**C**	D	A	B	B	**A**	**D**	D		B		
JOSHUA STREET	19	**A**	**D**	**C**	C	**A**	C	**C**	**B**	**A**	**B**	**D**	**B**	C	A	D	A	**C**	**B**	B	**A**	**D**	**A**	A	**B**	**C**	A	**A**	**B**

Total Incorrect	1	3	3	3	3	4	3	2	1	3	1	2	3	2	5	4	3	2	5	4	4	1	4	1	2	2	1	0
Total Correct	3	2	2	2	2	1	2	3	4	2	4	3	2	3	0	1	2	3	0	1	1	4	1	4	2	3	3	4
Local p-value	.75	.40	.40	.40	.40	.20	.40	.60	.80	.40	.80	.60	.40	.60	0	.20	.40	.60	0	.20	.20	.80	.20	.80	.50	.60	.75	1.0
National p-value	.86	.79	.67	.44	.79	.53	.58	.74	.89	.31	.86	.88	.71	.82	.45	.28	.65	.90	.31	.75	.38	.91	.43	.80	.55	.74	.86	.92
Difference	(.11)	(.39)	(.27)	(.04)	(.39)	(.33)	(.18)	(.14)	(.09)	.09	(.06)	(.28)	(.31)	(.22)	(.45)	(.08)	(.25)	(.30)	(.31)	(.55)	(.18)	(.11)	(.23)	0	(.05)	(.14)	(.11)	.08

Correct Answer	A	D	C	B	A	B	C	B	A	B	D	B	A	B	B	C	C	B	C	A	D	A	D	B	C	D	A	B
Response A	3	0	0	1	2	2	3	0	4	0	0	2	2	1	1	2	2	0	3	1	1	4	3	0	0	1	3	0
Response B	0	0	3	2	1	1	0	3	0	2	1	3	1	3	0	2	1	3	2	1	3	0	0	4	2	1	1	4
Response C	0	3	2	2	2	2	2	1	1	2	0	0	1	1	3	1	2	1	0	3	0	1	1	0	2	0	0	0
Response D	1	2	0	0	0	0	0	1	0	1	4	0	1	0	1	0	0	1	0	0	1	0	1	1	0	3	0	0
Response E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Key

Category	Type
A=Algebra G=Geometry M=Measurement $=Money N=Numeration Q=Quantity S=Sequence St=Statistics T=Time	OS=One-Step MS=Multiple-Step

Sample Group Diagnostic Analysis by Item Report, page 3

Sample Group Diagnostic Analysis by Type Report, page 1

G•MADE

Group Diagnostic Analysis by Type - JOHNSON
District: EVELETH

Concepts and Communication — **On-Level Fall Norms Level 11, Form A**

Teacher/Examiner: JOHNSON — Test Dates: 01/10/2008 - 01/10/2008 — Grade: 1 — School: LINCOLN

Student	RS	NP	%	Category							Stanine
				Geometry	Sequence	Money	Quantity	Comparison	Numeration	Measurement	Time	
BEAR, XAVIER	22	28	**79%**	(1/1) 100%	(5/7) 71%	(1/1) 100%	(5/6) 83%	(3/3) 100%	(5/8) 63%	(1/1) 100%	(1/1) 100%	5
JOHNSON, IAN	13	28	**46%**	(1/1) 100%	(1/7) 14%	(0/1) 0%	(3/6) 50%	(2/3) 67%	(4/8) 50%	(1/1) 100%	(1/1) 100%	2
ROMANOWSKI, JOHNATHAN	18	28	**64%**	(1/1) 100%	(4/7) 57%	(1/1) 100%	(4/6) 67%	(2/3) 67%	(4/8) 50%	(1/1) 100%	(1/1) 100%	3
SANTIAGO, JESUS	11	28	**39%**	(1/1) 100%	(2/7) 29%	(1/1) 100%	(2/6) 33%	(3/3) 100%	(2/8) 25%	(0/1) 0%	(0/1) 0%	1
STREET, JOSHUA	21	28	**75%**	(1/1) 100%	(4/7) 57%	(1/1) 100%	(6/6) 100%	(3/3) 100%	(4/8) 50%	(1/1) 100%	(1/1) 100%	4
Class Average % Correct			**61%**	**100%**	**46%**	**80%**	**67%**	**87%**	**48%**	**80%**	**80%**	
Local average p-value				1.00	0.46	0.80	0.67	0.87	0.48	0.80	0.80	
National average p-value				0.97	0.73	0.90	0.74	0.94	0.61	0.94	0.97	
Difference				0.03	(0.27)	(0.10)	(0.07)	(0.07)	(0.13)	(0.14)	(0.17)	

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Sample Group Diagnostic Analysis by Type Report, page 2

G•MADE

Group Diagnostic Analysis by Type - JOHNSON
District: EVELETH

Operations and Computation — **On-Level Fall Norms Level 1, Form A**

Teacher/Examiner: JOHNSON — Test Dates: 01/10/2008 - 01/10/2008 — Grade: 1 — School: LINCOLN

Student	RS	NP	%	Operation		Stanine
				Addition	Subtraction	
BEAR, XAVIER	16	24	**67%**	(11/12) 92%	(5/12) 42%	6
JOHNSON, IAN	3	24	**13%**	(1/12) 8%	(2/12) 17%	2
ROMANOWSKI, JOHNATHAN	10	24	**42%**	(9/12) 75%	(1/12) 8%	5
SANTIAGO, JESUS	6	24	**25%**	(4/12) 33%	(2/12) 17%	3
STREET, JOSHUA	11	24	**46%**	(6/12) 50%	(5/12) 42%	5
Class Average % Correct			**38%**	**52%**	**25%**	

Local average p-value				0.52	0.25	
National average p-value				0.51	0.46	
Difference				0.01	(0.21)	

Sample Group Diagnostic Analysis by Type Report, page 3

G•MADE

Group Diagnostic Analysis by Type - JOHNSON
District: EVELETH

Process and Applications — **One-Level Fall Norms Level 1, Form A**

Teacher/Examiner: JOHNSON — Test Dates: 01/10/2008 - 01/10/2008 — Grade: 1 — School: LINCOLN

Student	RS	NP	%	Category								Type			Stanine
				A	G	M	S	N	Q	S	St	T	OS	MS	
BEAR, XAVIER	12	28	**43%**	(0/1) 0%	(1/1) 100%	(1/2) 50%	(0/4) 0%	(3/6) 50%	(3/5) 60%	(2/4) 50%	(2/3) 67%	(0/2) 0%	(12/27) 44%	(0/1) 0%	2
JOHNSON, IAN	11	28	**39%**	(0/1) 0%	(1/1) 100%	(1/2) 50%	(0/4) 0%	(4/6) 67%	(0/5) 0%	(2/4) 50%	(2/3) 67%	(1/2) 50%	(11/27) 41%	(0/1) 0%	2
ROMANOWSKI, JOSHUA	15	28	**54%**	(0/1) 0%	(1/1) 100%	(1/2) 50%	(1/4) 25%	(3/6) 50%	(3/5) 60%	(3/4) 75%	(3/3) 100%	(0/2) 0%	(14/27) 52%	(1/1) 100%	3
SANTIAGO, JESUS	7	28	**25%**	(0/1) 0%	(0/1) 0%	(1/2) 50%	(1/4) 25%	(0/6) 0%	(3/5) 60%	(1/4) 25%	(0/3) 0%	(1/2) 50%	(7/27) 26%	(0/1) 0%	1
STREET, JOSHUA	19	28	**68%**	(1/1) 100%	(1/1) 100%	(2/2) 100%	(0/4) 0%	(4/6) 67%	(4/5) 80%	(4/4) 100%	(2/3) 67%	(1/2) 50%	(19/27) 70%	(0/1) 0%	4
Class Average %			**46%**	**20%**	**80%**	**60%**	**10%**	**47%**	**52%**	**60%**	**60%**	**30%**	**47%**	**20%**	
Local avenge p-value				0.20	0.80	0.60	0.10	0.47	0.52	0.60	0.60	0.30	0.47	0.20	
National average p-value				0.38	0.92	0.75	0.43	0.76	0.70	0.81	0.80	0.29	0.68	0.53	
Difference				(0.18)	(0.12)	(0.14)	(0.33)	(0.29)	(0.18)	(0.21)	(0.20)	0.01	(0.21)	(0.33)	

Key

Category							Type		
A=Algebra	G=Geometry	M=Measurement	$=Money	N=Numeration	Q=Quantity	S=Sequence	St=Statistics	T=Time	OS=One Step	MS=Multi Step

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Sample Group Diagnostic Analysis by Error Report

Group Diagnostic Analysis by Error - JOHNSON
District: EVELETH

G•MADE **Group Mathematics Assessment and Diagnostic Evaluation** **On-Level Fall Norms Level 1, Form A**

Teacher/Examiner: JOHNSON Test Dates: 01/10/2008 - 01/10/2008 Grade: 1 School: LINCOLN

Student	Correct Answer	Incorrect Answer	Fact Error	Operation Error	Regrouping Error	Sign Error	Decimal Error	Renaming Error	Smaller from Larger Error	Arbitrary Error	Not Answered
BEAR, XAVIER	16	8	2	5	0	0	0	0	0	1	0
JOHNSON, IAN	3	17	8	8	0	0	0	0	4	1	4
ROMANOWSKI, JOHNATHAN	10	6	0	6	0	0	0	0	1	0	8
SANTIAGO, JESUS	6	13	6	6	1	0	0	0	1	0	5
STREET, JOSHUA	11	4	1	4	0	0	0	0	1	0	9
Class Average	**9**	**10**	**3**	**6**	**0**	**0**	**0**	**0**	**1**	**0**	**5**

Note: Because some items involve more than one error, the total number of errors may not equal the total number of incorrect answers.

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Sample Group Mathematics Progress Report

G•MADE

Group Mathematics Progress Report - 10/09/2007 - 03/10/2008
District: EVELETH

Group Mathematics Assessment and Diagnostic Evaluation **LINCOLN**

What is the Growth Scale Value (GSV)?

The **Growth Scale Value (GSV)** is a score that tracks mathematic progress over time. Much like inches are an equal-interval scale of length, the GSV is an equal-interval scale of mathematic ability. Therefore, the GSV can be used as a yardstick for measuring mathematic progress throughout the school years. It can also be used to compare a student's mathematic ability to a reference group of all the students in a particular grade. For example, a GSV score of 500 is average for fifth-grade students in the fall; a GSV of less than 492 would reflect a lower mathematic performance and a GSV greater than 508 would reflect a higher mathematic performance for beginning fifth-graders. The GSVs for students taking Levels R-H will be plotted below and are shown on the right without an asterisk.

Administrations of the GMADE

Seq.	Student Grade	Norms	# of Tests	Average GSV	National Mean	Range
1	1(A)	Fall	5	463	477	466-488
2	1(B)	Fall	7	464	477	466-488
3	1(B)	Spring	8	475	481	471-491
4	2(A)	Fall	5	464	485	475-495
5	2(A)	Spring	7	476	488	479-498

Student GSV(s) and the Normal Growth Curve

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Sample Group Score Summary Report: District

G•MADE

Group Score Summary

Group Mathematics Assessment and Diagnostic Evaluation — **On-Level** **Fall Norms** **Level 1, Form A**

Test Dates: 01/10/2008 - 01/10/2008

District: EVELETH

School: LINCOLN

Class: JOHNSON

Student's Name	Grade	Concepts and Communication					Operations and Computation					Process and Applications					Total Test				
		RS	SS	%ile	NCE	Stanine	RS	SS	%ile	NCE	Stanine	RS	SS	%ile	NCE	Stanine	RS	SS	%ile	NCE	Stanine	GE	GSV
XAVIER BEAR	1	22	97	42	46	5	16	109	73	63	6	12	79	8	21	2	50	93	32	40	4	.8	470
IAN JOHNSON	1	13	75	5	15	2	3	76	5	16	2	11	77	6	18	2	27	72	3	11	1	<.2	456
JOHNATHAN ROMANOWSKI	1	18	87	19	32	3	10	96	39	44	5	15	85	16	29	3	43	87	19	32	3	.5	466
JESUS SANTIAGO	1	11	71	3	9	1	6	87	19	32	3	7	68	2	5	1	24	68	2	5	1	<.2	454
JOSHUA STREET	1	21	95	37	43	4	11	99	47	49	5	19	95	37	43	4	51	93	32	40	4	.9	471

Average GSV: 463

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